



## **PREVENTION COUNSELOR**

**301**

Jamestown  
1607

**DEPARTMENT:** Community Services

### **NATURE OF WORK:**

Performs responsible professional work providing support and assistance with personal, social, health, and economic needs to youth and their families. Work involves counseling youth, making referrals and serving as liaison between youth and ancillary agencies providing services. Work is performed independently within established policies and procedures and is reviewed by a supervisor through conferences, reports and case summaries. Work requires performance of duties outside of normal working hours.

### **ESSENTIAL FUNCTIONS OF JOB:**

Provides services to at-risk youth and their families.

Provides life skills training in a group setting.

Assists and supports youth in their use of agency and other resources; identifies and develops program resources.

Provides casework services to clients in their homes.

Obtains, reviews, and evaluates data and prepared reports; maintains and compiles records; formulates recommendations.

Conducts comprehensive assessment interviews of youth and families to include identification of substance abuse issues, mental health problems, and family dysfunctions.

Provides case management services, such as coordinating delivery of educational and training services, arranging for transportation, handling emergency housing and health care needs, and teaching problem-solving skills.

Monitors and evaluates participants' progress and adjusts service plan accordingly.

Oversees the work of volunteers.

Reinforces participants' competencies to increase self-confidence.

Interprets agency programs to other agencies, community groups, and associations.

Prepare case records and reports.

Attends case management training sessions, including interagency/multi-discipline staffing.

Practices continuous learning through individual study, classroom training, seminars, and conferences.

Performs work safely in accordance with department safety procedures and the County Safety Program. Operates equipment safely and reports any unsafe work condition or practice to Supervisor.

May be required to report to work to serve customers during emergency conditions. May be assigned to report at a different time and location and to perform different duties as necessary.

Performs related work as required.

**JOB LOCATION AND EQUIPMENT OPERATED:**

Duties are performed primarily in an office setting and in field locations throughout James City County. Operates standard office equipment including telephone, computer keyboard, copy, fax, and postage machines, calculator, etc.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of theories, principles, and treatment modalities used in the practice of social work.

Knowledge of child development behavioral science principles and of current social economic conditions.

Knowledge of County and State policies, procedure, laws, and regulations.

Knowledge of conflict resolution principles and theories.

Ability to analyze case information and make recommendations.

Ability to make clinical judgments, assess clients needs and formulate a plan of action.

Ability to plan and manage (without supervision) own work activities.

Ability to interpret laws, policies, and regulations.

Ability to establish and maintain effective working relationships with youth and their families, agencies, and staff.

Ability to communicate effectively both orally and in writing.

Ability to develop and present training programs to adult clients and the service providers.

**MINIMUM QUALIFICATIONS:**

Bachelor's degree in human services field or a Bachelor's degree in any field combined with some years of social services related experience or any equivalent combination of acceptable education and experience providing the knowledge, skills, and abilities cited above.

**NECESSARY SPECIAL QUALIFICATIONS:**

Requires a post-offer credential check.

Requires post-offer criminal history and sex offender record check.

Must possess a valid Virginia driver's license and have an acceptable driving record based on James City County criteria.

Requires a post-offer drug test.

**OTHER POSITION INFORMATION:**

This position requires a 12-month introductory period.

Date: October 2008

PrevCouns\_301\_022\_03

# IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

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Position Title: Prevention Counselor  
Department: Community Services

Position Number: 301  
Division: Social Services

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

**I. *Mental Abilities:*** General learning ability. The ability to “catch on” or understand instructions and underlying principles.

- Ability to understand and follow oral instruction
- Ability to understand and follow written instruction
- Ability to guide and/or give instructions
- Ability to make decisions in accordance with established procedures and policies
- Not essential to job function

**II. *Verbal Abilities:*** Ability to understand meanings of words and ideas associated with them and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

## 1. Speaking/Talking:

- Answer telephone, radio, or switchboard
- Communicating with County officials
- Communicating with general public
- Communicating with vendors
- Communicating with supervisors and/or with other employees
- Communicating with other \_\_\_\_\_
- \_\_\_\_\_
- Not essential to job functions

## 2. Hearing/Listening:

- For communication with County officials, public, vendors, supervisors and/or other employees
- Not essential to job function.

## 3. Reading: (ability to read and understand text)

- Essential to job function
- Not essential to job function

**III. Numerical:** Ability to perform arithmetic operations quickly and accurately.

- Ability to mentally perform accurate two digit calculations
- Ability to perform accurate calculations aided by a calculator, adding machine or measurement device
- Not essential to job function

**IV. Spatial Abilities:** Ability to comprehend forms in space and understand relationships of plane and solid objects. May be used in such tasks as blue print reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

- Essential function
- Not essential function

**V. Motor Coordination:** Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

**1. Manual Dexterity:** Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Use telephone      | <input checked="" type="checkbox"/> Manipulate computer keyboard and mouse |
| <input type="checkbox"/> Use switchboard               | <input checked="" type="checkbox"/> Use postage machine                    |
| <input type="checkbox"/> Use radio/console             | <input type="checkbox"/> Use hand tools                                    |
| <input checked="" type="checkbox"/> Use a calculator   | <input type="checkbox"/> Use power tools                                   |
| <input checked="" type="checkbox"/> Use a copy machine | <input type="checkbox"/> Other: _____                                      |
| <input checked="" type="checkbox"/> Use a fax machine  | <input type="checkbox"/> Not essential to job function                     |

**2. Finger Dexterity:** Ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. For example: electrical wiring.

- Essential to job function
- Not essential to job function

Explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**VI. Physical Demands:**

1. **Strength:** The quality, state, or property of being strong. The power to withstand strain, force, or stress.

Please check (✓) in appropriate boxes below.

	Ability to manipulate materials and/or equipment (lbs)						Frequency of Manipulation		
	5-	5-10	10-15	15-25	25-50	50+	Occasionally	Frequently	Continuously
<b>Lift</b>	✓							✓	
<b>Push/Pull</b>	✓							✓	
<b>Hold/Carry</b>	✓							✓	

Manipulation done from:  ground to waist     waist level     waist to shoulder     above shoulder  
(Check all that apply)

Not essential to job function:  Lift     Push/Pull     Hold/Carry (Check all that apply)

2. **Climbing:** To move up or mount by using the hands or feet.

<u>Ladders</u>	<u>Stairways</u>	<u>Steps</u>
<input checked="" type="checkbox"/> Step stool	<input type="checkbox"/> 1 flight	<input type="checkbox"/> 1-2
<input type="checkbox"/> 8' to 10' step ladder	<input checked="" type="checkbox"/> 2 flights	<input type="checkbox"/> 2-3
<input type="checkbox"/> Extension ladder	<input type="checkbox"/> 3 or more flights	<input checked="" type="checkbox"/> 3-4
<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____
<input type="checkbox"/> Not essential to job function	<input type="checkbox"/> Not essential to job function	<input type="checkbox"/> Not essential to job function

3. **Ability to Stand, Sit, Walk, and Run:**

Please check (✓) in appropriate boxes below.

Duration (hours/day)							Occasionally	Frequently	Continuously
	0-1	1-3	3-5	5-7	7-9	9+			
<b>Stand</b>		✓						✓	
<b>Sit</b>				✓				✓	
<b>Walk</b>		✓						✓	
<b>Run</b>									

If walking or running, over what type of terrain?     flat     rough     both

Not essential to job function:     Stand     Sit     Walk     Run (Check all that apply)

**4. Stooping, Kneeling, Crouching, and/or Crawling:**

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees.

**Daily Amounts**

- 0-5x                       5-20x                       20-50x                       50+x
- Other \_\_\_\_\_                       Not essential to job function

**5. Reaching, Handling, Fingering, and/or Feeling:**

To stretch out, extend, or put forth a bodily part. To touch or grasp something, by extending or stretching. To touch, lift, hold or operate with the hands.

**Daily Amounts**

- 0-5x                       5-20x                       20-50x                       50+x
- Other \_\_\_\_\_                       Not essential to job function

**6. Seeing: To perceive or comprehend by the sense of sight.**

Essential to job function: These characteristics are necessary (Check all that apply)

- Peripheral vision
- Night vision
- Focus (distinctness or clarity)
- Color perception (discriminate between colors)
- Depth perception (determine distance relationship between objects)
- Not essential to job function

**VII. Driving: The ability to transfer or convey in a vehicle.**

<b>Transmission</b>	<b>Standard</b>	<b>Automatic</b>	<b>Multi-Gears</b>
Car	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Van	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Small Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medium Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Large Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Truck w/Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy Bus Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not essential to job function	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other (list) _____			

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