



**CITY OF LONG BEACH
CLASSIFICATION SPECIFICATION**

TITLE: COUNSELOR I-II

DEFINITION: Under general supervision, provides responsible counseling services in a public health setting.

DISTINGUISHING CHARACTERISTICS:

Grade Level I – Performs the routine duties of the classification.
Grade Level II – Performs the more complex duties of the classification.

EXAMPLES OF DUTIES:

- Provides intake, individual and group counseling to clients, their families or significant others;
- Maintains client case records and required reporting documentation;
- Reviews client and family participation in program activities;
- Serves as a liaison and advocate for clients and their families;
- Develops program curriculum;
- Participates in case reviews;
- May provide in-home counseling services;
- May assist in conducting breastfeeding education;
- May serve as a unit supervisor for program services;
- Performs other duties as assigned.

MINIMUM REQUIREMENTS:

High School diploma or equivalent and four years experience providing services in a public health or social service setting. Education may be substituted for experience on a year-for-year basis.

A valid California motor vehicle operator's license may be required.

HISTORY:

- Established: 4/1/2000