



## Job Description

---

<b>TITLE:</b> Adolescent Counselor III Part-time/Regular	<b>JOB CODE:</b> 3876
<b>DEPARTMENT:</b> Juvenile Services	<b>FLSA:</b> Non-Exempt
<b>PREPARED:</b> September 13, 2006	<b>FLSA CLASS:</b> Professional
<b>UPDATED:</b> July 1, 2022	<b>WORK LOCATION:</b> Farmington, NM
	<b>REMOTE WORK ELIGIBLE:</b> YES

---

**Summary:** Under general supervision of the Juvenile Services Director, provide and oversee evidence-based screening, assessments, individual, and group therapy to juveniles in the Juvenile Services Center. Assess and evaluate behavioral health therapeutic programs being provided to juveniles. Incorporate and carry out already developed evidence-based programming in a continuum of care for juveniles.

**Essential Job Functions:** *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Work with juveniles on mental health needs such as psychosis, depression, substance abuse, family issues, etc.
- Work with District Court and CYFD on treatment needs and alternatives to detention.
- Assist with identifying aftercare needs prior to release.
- Establish and maintain collaborative relationships with appropriate community resources and CYFD.
- Prepare and maintain reports; maintain accurate notes and files on juveniles.
- Formulate and conduct psycho-educational programs that comply with facility approved evidence-based curriculum.
- Perform other related duties as assigned.

**Required Knowledge, Skills, and Abilities:**

- Knowledge of counseling principles, methods, and processes.
- Knowledge of social services resources including programs and eligibility requirements.
- Knowledge of laws and regulations related to juvenile justice.
- Knowledge of National Association of Social Workers (NASW) standards.
- Ability to read, analyze, and interpret the most complex documents.
- Ability to respond effectively to the most sensitive inquiries or complaints.
- Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems.
- Ability to effectively present to small groups and to questions.
- Ability to plan and implement therapeutic programs.
- Skills in assessing client needs and determining appropriate actions.
- Skill in preparing, updating, and maintain case files.
- Skill in the use of a personal computer and standard business software.

**Education and Experience:**

**Job Description**  
**Adolescent Counselor III**

- Bachelor's degree in Social Work and New Mexico Licensure as LBSW. Master's degree preferred in Counseling or Social Work and licensure issued by the NM Social Work Examiners Board or NM Counseling and Therapy Board as a LMSW, LISW or LPCC, LMHC, LCSW.
- 3 years' experience in guidance and counseling, and/or social work of which 2 years must be working with children/adolescents.
- Valid State of New Mexico driver's license or able to obtain with in (6) months of employment.

**Environmental Factors and Conditions/Physical Requirements:**

- Work is performed in an office and correctional facility setting.
- May be subject to extended periods of intense concentration in the review of documents and reports.
- On-call and flexible hours requirements.
- Potential risk from juvenile actions.
- May require physical demands to stand; walk; sit; use hands to finger, handle or feel; reach with hands and arms; lift up to 10 pounds; and talk or hear.
- Vision requirement: peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point).
- Noise level is typical of a business office with computers and printers, light traffic.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County's electronic ERP system as necessary and appropriate based on the needs and requirements of this position.
- Some work duties may be performed "remotely" outside of County facilities. For remote access you must complete and maintain a current remote work agreement.

**Equipment and Tools Utilized:**

- Equipment utilized includes computerized and conventional office equipment as well as any and all clinical tools specific to therapeutic/treatment needs.

**Approvals:**

**Employee:**

\_\_\_\_\_

**Date:**

\_\_\_\_\_

**Supervisor**

\_\_\_\_\_

**Date:**

\_\_\_\_\_

**Department Head:**

\_\_\_\_\_

**Date:**

\_\_\_\_\_