



UNIVERSITY SYSTEM  
of MARYLAND

## Job Class Specification

TITLE: Counselor  
FLSA: NONEXEMPT  
EEO6: H30  
IPEDS-SOC: 21-1010

JOB CODE: N13COS  
JOB TYPE: Systemwide  
JOB FAMILY/SERIES: PSY

APPROVED BY: Chancellor's Designee:  
Carolyn Skolnik, Associate Vice Chancellor

EFFECTIVE DATE: 10/03/2016

***This description is not available for general use; please contact the Compensation at 410-706-6338 for assistance in selecting an alternate title.***

### JOB SUMMARY

Counselor works under the supervision of a licensed professional and assist individuals and/or groups in identifying, understanding and decreasing the impact of social, emotional and environmental factors associated with illness, through the provision of a broad variety of direct social services and programs. Work under the supervision of a LCSW-C or LCPC when any care provision is involved.

### PRIMARY DUTIES

1. Assess risk by screening and interviewing clients. Identify psychosocial condition and needs, and determine best course of therapeutic treatment.
2. Evaluate, refer, and counsel individuals, couples, or groups to assess needs and address issues. Provides preventive, protective, or supportive services to individuals or groups who are in or threatened by situations detrimental to their well-being or that of the community.
3. Development of treatment plans and healthcare evaluations for a variety Client issues.
4. Document client(s) progress. Perform chart reviews and generates notes on evaluations, therapy sessions, reports and other accountability measures.
5. Consult with other therapists, case managers and, if applicable, researchers. Provide work coordination and training to graduate and undergraduate level trainees in their clinical work.

Note: The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

### MINIMUM QUALIFICATIONS

EDUCATION: Bachelor's Degree in Social Work or related field, such as Psychology  
If applicable, Licensed as Social Work Associate - LSWA in the State of Maryland  
Three (3) years of professional or field experience related to mental health services or programming  
OR

Master's Degree in Social Work or related field, such as Psychology or Counseling Licensed as Graduate Social Work - (LGSW) or Licensed Graduate Professional Counselor - (LGPC) in the State of Maryland  
One (1) year of professional or field experience related to mental health services or programming.

EXPERIENCE: None

OTHER: None

**REQUIRED KNOWLEDGE/SKILLS/ABILITIES**

Knowledge of best practices in the field as well as relevant federal, state, and local rules, regulations, and programs/policies utilizing proper application of diagnostic tools. Strong interpersonal skills; ability to effectively interact with a diverse client population using various approved interviewing techniques and consultative approaches. Ability to use measurable and verifiable information for resolving problems and facilitating decision-making processes. Excellent organizational and project management skills. Ability to manage situations with tact, diplomacy, understanding, and fairness. Ability to maintain confidentiality of clients and information obtained during treatment. Demonstrated leadership ability and effective verbal and written communication skills. Ability to maintain confidentiality of client information in accordance with professional standards, HIPAA (Health Information Portability & Accountability Act) and FERPA (Family Education Rights and Privacy Act) and state regulations. Ability to independently review and authorize documentation of others for reimbursement or grant submissions. Ability to work as part of a team, as well as with individuals and/or families from diverse ethnic, racial, and socio-economic backgrounds

OTHER: Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

**CONDITIONS OF EMPLOYMENT**

N/A