



**NORTH DAKOTA  
CLASS DESCRIPTION**

ND Human Resource Management Services  
Phone: (701) 328-3290

Class Code(s): 4142

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**HUMAN RELATIONS COUNSELOR**

GRADE L

**SCOPE OF WORK:**

Positions in this class provide case management, crisis intervention and group therapeutic counseling services to individuals, families, and clients at state hospitals, institutions, clinics, group or nursing homes, human service centers, and related facilities. These services include the assessment and treatment of complex cases such as mental, emotional, and behavioral disorders.

**DUTIES PERFORMED:**

- Interview clients to collect information necessary to evaluate the need for services.
- Analyze information obtained through records, testing, consultative reports, and related professional sources to appraise interests, aptitudes, abilities, and related characteristics; participate as a member of a triage team to develop and maintain treatment and rehabilitative plans for each client.
- Provide direct case management, counseling or psychotherapy and addressing problems of a complex nature to individual, family, and group clients.
- Coordinate or facilitate appropriate therapeutic services to clients through the use of community service providers.
- Serve as a therapist to high-risk clients such as sex offenders, potentially violent, and/or severely mentally ill.
- Aid clients in utilizing offered programs and applying the skills learned to affect successful transition into the community.
- Observe and monitor client behavior to determine effectiveness of counseling techniques.
- Consult with other staff members involved with the client to assess treatment and rehabilitation plan progress.
- Provide ongoing recommendations regarding client treatment and rehabilitation plans.
- Prepare and maintain case records for each client according to appropriate reporting guidelines.
- Work with community caseworkers to assist in rehabilitation of the client within the family or group setting; assist with family assessment, goal setting, and training to facilitate achievement of family goals.
- Provide training, evaluation, or supervision of other staff and/or students in the counseling field as needed.
- Serve as a liaison or reference/coordinator for children/families for necessary community services; monitor services for continued applicability.

- May provide intense in-home intervention or treatment to families in crisis.
- May provide emergency and pre-admission services.
- May participate in educating employers or the general public on mental health programs.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree in one of the following disciplines: social work, counseling (including addiction counseling), nursing, psychology, criminal justice, or sociology and two years of professional therapeutic counseling experience; or a master's degree in one of the listed fields. The hiring authority will identify the specific degree required, of those listed, at the time of recruitment.

Eff. Date: 7/85

Rev: 7/86 – changed minimum qualifications

Rev: 6/88 – changed minimum qualifications

Rev: 8/89 – changed minimum qualifications

Rev: 2/00 – word processing conversion

Rev: 8/00 – separated from Human Relations Counselor series, revised minimum qualifications, clarified duties.

Rev: 7/12 – Conversion to Hay System

REV: 4/12/18 – changed minimum qualifications