

ALCOHOL AND DRUG COUNSELOR

LOCATION: Tioga County Department of Mental Hygiene
CLASSIFICATION: Competitive
SALARY: CSEA, Grade X
ADOPTED: 11/92; Revised 3/96, 2/00, 5/07, Tioga Co. Personnel & Civil Service

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for providing direct individual and group counseling to Alcohol and Drug abusers and their families. The incumbent participates in evaluating and treating clients for substance abuse and related problems. Under supervision, the incumbent will formulate and implement individualized plans designed to restore and enhance social functioning. Work is performed under the direct supervision of a Supervising Certified Alcohol and Drug Counselor. The incumbent is expected to actively participate in training activities leading to credentialing as a Certified Alcohol and Substance Abuse Counselor (CASAC), if they do not already possess these credentials. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Evaluates and assists in developing individualized treatment plans for clients directed toward direct intervention and therapeutic services;
- Participates with multi-disciplinary team in analyzing individual client's problems, and developing short/long range counseling (treatment goals) and alternate strategies and diversion techniques;
- Coordinates services with and makes referrals to other providers, the courts and related agencies;
- Provides immediate supportive reinforcement to clients in crises intervention situations;
- Implements and provides group counseling techniques involving the client, hi/her peers, family members and others;
- May provide consultation services to other agencies that are or may be involved with substance abuses such as Probation, Social Services Courts, school personnel, medical personnel, and Employee Assistance Program (EAP);
- Documents case records as required by Federal, State or local regulations;
- Performs activities related to the maintenance and individual follow-up cases and client records;
- Prepares and maintains various reports as required;
- Participates in quality assurance, utilization review with regards to related Mental Hygiene programs.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Knowledge of principles, practices and procedures used in the development of substance abuse client treatment plans and the development of short and long range treatment goals; knowledge of individual and group counseling techniques and methodology as they relate to a substance abuse intervention program; good knowledge of the substance abuser, his/her language, type of abuse, and pharmacology of abused drugs; good knowledge of the psychological and physiological attributes that lead or may lead to substance abuse; good knowledge of the various agencies providing intervention and therapeutic services to substance abusers; working knowledge of child and adolescent Development and behavior; working knowledge of family structure, roles, problems and response; ability to establish a rapport with substance abuse clients, educators, mental health professionals, criminal justice officials and the general public; ability to provide positive role model and motivate clients; ability to participate in individualized treatment planning directed towards direct intervention and therapeutic services; ability to make remedial support reinforcement; ability to develop and present workshops and community education programs; ability to conduct individual and group counseling sessions; ability to prepare oral and written reports on activities and cases; ability to maintain accurate records and documents; physical condition commensurate with the demands of the position.

2. Alcohol and Drug Counselor

MINIMUM QUALIFICATIONS (Either):

- (a) Graduation from a New York State registered or regionally accredited four year college or university with a Bachelor's degree and:
 - (1) 30 credit hours in coursework related to substance abuse; or
 - (2) One year direct full-time paid experience or its part-time equivalent in a program for the chemically dependent or mentally ill; **OR**
- (b) Possession of a current registration as a Certified Alcohol and Substance Abuse Counselor (CASAC).