

SENIOR CERTIFIED ALCOHOL AND DRUG COUNSELOR

JOB CODE: 3502
DEPARTMENT: Department of Mental Hygiene
CLASSIFICATION: Competitive
SALARY GRADE: CSEA, Salary Grade XIII
ADOPTED: Reso 162-16, 08/22/16 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 formulates and implements individualized treatment plans designed to restore and enhance social functioning. This class differs from that of Certified Alcohol and Drug Counselor due to the ability to work independently, carrying a more complex caseload under minimal supervision. Work is performed under the general supervision of a Supervising Certified Alcohol and Drug Counselor, professional Social Worker or Program Director. The incumbent is expected to actively participate in training activities that maintain credentialing as a Certified Alcohol and Substance Abuse Counselor (CASAC). The incumbent may oversee the activities of interns and other staff Certified Alcohol and Drug counselors. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Develops individualized treatment plans for clients directed toward direct intervention and therapeutic services;
- Evaluates individual client's problems and develops short/long range counseling (treatment goals) and alternate strategies and diversion techniques;
- Develops and presents specialized technical workshops and general awareness community education programs;
- Provides immediate supportive reinforcement to clients in crises intervention situations;
- Implements and provides group counseling techniques involving the client, his/her peers, family members and others;
- Documents case records as required by Federal State or local requirements;
- Provides professional consultation and coordinates services with other agencies that are or may be involved with substance abuse such as Probation, Social Services Courts, school personnel and medical personnel;
- Provides services to agencies such as reporting, analysis of behavior of clients and recommendations for treatment in relation to chemical dependency;
- Performs activities related to the maintenance and individual follow-up to cases and client records;
- Prepares and maintains various reports and records as required;
- Participates in quality assurance and utilization review as it relates to the program.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Thorough 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; thorough knowledge of individual and group counseling techniques and methodology as they relate to a substance abuse intervention program; thorough knowledge of substance abuser, his/her language, type of abuse, and pharmacology of abused drugs; good knowledge of the psychological and socio-economic attributes that lead or may lead to substance abuse; good knowledge of the various agencies providing intervention and therapeutic services to substance abusers; good knowledge of child and adolescent development and behavior; working knowledge of family structure, roles, problems and response, ability to establish a rapport with substance

2. Senior Certified Alcohol and Drug Counselor

abuse clients, educators, mental health professionals, criminal justice officials and the general public; ability to provide positive role model and motivate clients; ability to develop individualized treatment plans; 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; ability to maintain accurate records and documents; physical condition commensurate with the demand of the position.

MINIMUM QUALIFICATIONS: Possession of a current registration as a Certified Alcoholism and Substance Abuse Counselor (CASAC) from the New York State Office of Alcoholism & Substance Abuse Services (OASAS) and three (3) years of full-time paid experience (or its part-time equivalence) providing direct client counseling services to substance abusers.