

## **CERTIFIED ALCOHOL AND DRUG COUNSELOR**

<b>JOB CODE:</b>	<b>3500</b>
<b>DEPARTMENT:</b>	Department of Mental Hygiene
<b>CLASSIFICATION:</b>	Competitive
<b>SALARY GRADE:</b>	CSEA, Salary Grade XI
<b>ADOPTED:</b>	1/1/92; Revised 8/96, 2/00, 5/07, 10/09, 02/16 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. The class requires the incumbent to perform independent analysis and develop alternate counseling strategies and diversion techniques. Work is performed under the direct 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 volunteers, interns and peer 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 abuses such as Probation, Social Services Courts, school personnel and medical personnel;
- May provide 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:** Good 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; good knowledge of individual and group counseling techniques and methodology as they relate to a substance abuse intervention program; good 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; 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 develop individualized treatment plans 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

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and written reports on activities and cases; ability to maintain accurate records and documents; physical condition commensurate with the demand of the position.

### **MINIMUM QUALIFICATIONS: Either:**

- a) 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); **OR**
- b) Possession of a recognition certificate as a Credentialed Alcoholism and Substance Abuse Counselor Trainee (CASAC-T) **AND** has met all New York State OASAS requirements in order to sit for certification examination\*.

Copies of all documents (registration or certificate) are required at time of application.

\*Special Note: Within six (6) months from date of appointment, incumbent must obtain NYS OASAS credentialing as Certified Alcoholism and Substance Abuse Counselor.