

**DEPARTMENT:** MENTAL HEALTH, ALCOHOL & DRUG ABUSE  
**CLASSIFICATION:** COMPETITIVE  
**APPROVED:** DECEMBER 9, 1999

**ALCOHOLISM AND SUBSTANCE ABUSE COUNSELOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a professional rehabilitation position which involves the responsibility for counseling and treating individuals, who abuse or are dependent on alcohol and/or other substances, in order to enable them to achieve chemical free lifestyles and to participate as members of society at their maximum potential. The incumbent may coordinate community prevention services provided in the County. This work is performed under the supervision of a qualified Health Professional and under the general supervision of the Director. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Conducts pre-admission screening in order to assess the presence of abuse of or dependence on alcohol and/or other substances and to determine the appropriate level of care;
2. Assists with referral and admission to alternative levels of chemical dependency care when assessment indicates such need;
3. Develops, implements, continually evaluates and, when necessary, modifies treatment plans;
4. Participates in multi-disciplinary team case conferencing;
5. Functions as primary counselor for a given number of clients;
6. Provides individual and group alcoholism and/or drug counseling;
7. Provides alcohol and/or drug addictions education to clients and their significant others;
8. Instructs, refers and when appropriate collaborates with other self-help organizations including Alcoholics Anonymous, Al-Anon, and Alateen and with needed community services such as mental health, medical, vocational, recreation services, etc.;
9. Maintains case records for clients in accordance with established policies and procedures;
10. Represents the agency at community meetings, forums, inter-agency conferences;
11. Provides education regarding alcohol and/or drug addiction to other professionals and the community at large;
12. May collaborate with other community agencies regarding client treatment or community prevention programs;
13. May oversee, assign and supervise the work of others.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of the principles and practices of group, individual and family counseling; good knowledge of the processes of addiction; good ability to plan, develop and implement a treatment program; good knowledge of the concepts related to cultural, medical and social factors influencing the lives of persons who are suffering from alcohol and/or drug abuse; good knowledge of community organizations and agencies serving clients suffering from alcohol and/or drug abuse; ability to relate to addiction clients; ability to communicate the goals of the treatment program to clients, other agencies and the public to stimulate their interest; ability to establish and maintain effective interpersonal relationships; ability to prepare written material; good judgment; initiative and resourcefulness; tact and understanding; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

Certification as a New York State Credentialed Alcoholism and Substance Abuse Counselor (CASAC).