

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for planning, coordinating, and carrying out a program of preventative education, counseling, and referral to combat substance abuse problems. This class of employees may be found in a county department, school districts, or in other agencies involved with providing preventive education and treatment programs dealing with drug abuse, alcoholism, or other substance abuse problems. Work is performed under direct supervision with leeway for the use of independent judgment. Incumbents of this position will be expected to work in conjunction with social services, human services, and law enforcement agencies dealing with substance abuse situations.

TYPICAL WORK ACTIVITIES:

Plans, organizes and carries out substance abuse education programs;

Collects information to help identify the extent of substance abuse;

Plans, organizes and evaluates substance abuse and alcoholism programs used in schools;

Establishes liaison with community leaders and organizations interested in curtailing substance abuse;

Works with school staff and family to resolve school attendance issues;

Develops a resource center for an education program in the prevention of substance and alcohol abuse;

Organizes and conducts conferences and meetings with interested members of the community;

Completes grant applications;

May organize the operation of a crisis intervention telephone help line or related services;

Performs research duties in evaluating existing substance abuse programs;

Keeps informed and knowledgeable concerning programs, techniques, and developments in the

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field of substance/ alcohol addiction prevention and treatment;
Recruits and instructs volunteer workers;
May coordinate and provide counseling within a Teen-Parenting Program;
May train and coordinate a student mediation and/or conflict resolution program;
Provides training on programs for drop-out prevention.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARAC-

TERISTICS: Good knowledge of the basic principles, practices, techniques and administration of drug abuse and alcoholism prevention programs; ability to plan, develop and carry out a substance abuse education program; ability to collect and analyze data; ability to prepare reports and correspondence; ability to establish and maintain cooperative relationships with community officials, other agency personnel and student or client populations for whom services are being provided; ability to present ideas clearly both orally and in writing; good judgment; initiative; and resourcefulness.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in behavioral science, social science, education, nursing, or a related field; or
- (B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree and two years of experience in providing counseling to client populations dealing with substance or drug/alcohol problems, or in a position involving significant activities related to substance abuse treatment or preventive education; or

- (C) Four years of experience as described in (B) above; or
- (D) An equivalent combination of training and experience as described in (A), (B), and (C) above.

NOTE: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

Revised in SC Personnel Classplan 10/25/19
Revised and Replaced in Classplan: 10/3/2022
Revised and Replaced in Classplan: 9/27/2024 (Edu)

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NYS Civil Service Commission Approval: N/A