

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for performing entry level paraprofessional counseling and social work services in support of the treatment of alcohol and substance abuse and dependence. Work is performed in accordance with established policies and procedures and under direct supervision of a professional social worker.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

May interview persons seeking treatment to determine and accumulate pertinent social, medical and case history data;

May meet with individuals or groups to conduct counseling or group discussion sessions;

Assists in evaluating client progress and participates in planning for continued treatment;

May make referrals of clients to other human service agencies and assists clients in acquiring support services;

Writes reports, case histories, and summaries of therapy sessions and other pertinent case data;

Maintains information relating to community and health resources which can be utilized during treatment;

May participate in seminars, outreach activities, and other activities related to identification of substance abuse problems in the community and the education of the public with respect to these issues.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Working knowledge of the problems, social and psychological issues of persons and families affected by alcohol or substance abuse and dependence; working knowledge of the symptoms and signs of alcohol or substance abuse or dependence; knowledge of the

techniques and procedures used to treat alcohol or substance dependence; ability to establish rapport and work effectively with persons who experience alcohol or substance dependence; ability to communicate clearly in English and/or Spanish, both orally and in writing; ability to evaluate and assess the medical psychological, and social needs of alcohol or substance abusing persons, members of their families, and significant others; ability to develop comprehensive treatment and rehabilitation plans for persons under treatment and their families; ability to provide information and referral services; sensitivity to persons with alcohol or substance dependence problems; sensitivity to cultural diversity issues; ability to work effectively with persons from a variety of socioeconomic-economic, ethnic, and cultural backgrounds; integrity; and compassion for others.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from high school or possession of a high school equivalency diploma and three (3) years of experience in an alcoholism and substance abuse setting and C.A.S.A.C. eligible; or
- (B) Four (4) years of experience as described in (A) above and C.A.S.A.C. eligible.

***NOTE:** Successful completion of course work in alcoholism and substance abuse or a closely related field at a regionally accredited college or university, or one accredited by the New York State Board of Regents to grant degrees, may be substituted for the required experience with three semester credit hours being equivalent to three months of experience.*

C.A.S.A.C. must be acquired within two (2) years of appointment.

Y:\CLASPLAN\ADDICTION SERVICES COUNSELOR I.DOC

Last Reviewed: 05/30/2003

Jurisdictional Class: Competitive

Public Hearing: N/A

New York State Civil Service Commission Approval: N/A

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