

ADDICTION SERVICES COUNSELOR II

208-B

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for performing 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 supervision of a professional social worker on a consulting or direct supervisory basis.

TYPICAL WORK ACTIVITIES:

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

Meets with individuals or groups to conduct counseling or group discussion sessions;

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

Makes 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: Good knowledge of the problems, social and psychological issues of persons and families affected by alcohol or substance abuse and dependence; good knowledge of the symptoms and signs of alcohol or substance abuse or dependence; good 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 socio-economic, ethnic, and cultural backgrounds; integrity; and compassion for others.

MINIMUM QUALIFICATIONS: Possession of an alcoholism and substance abuse counselor credential (C.A.S.A.C.) issued by the New York State Department of Mental Hygiene Division of Alcoholism and Substance Abuse Services, in accordance with the provisions of 14 NYCRR 853.

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Jurisdictional Class: competitive
Public Hearing: N/A
New York State Civil Service Commission Approval: N/A

Revised and Replaced in Classplan: 10/3/2022