

## **ADDICTION SERVICES COUNSELOR III**

**208-C**

DISTINGUISHING FEATURES OF THE CLASS: This senior clinical position involves responsibility for performing professional counseling and social work services regarding the treatment of alcohol and substance abuse and dependence. Work is performed in accordance with established policies and procedures and under the supervision of a managing social worker on a direct supervisory basis. This position also involves direct supervision and training of C.A.S.A.C. students and Addiction Services Counselor I and II.

### 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;

Direct supervision of persons in the position of Addiction Services Counselor I and II and other lower level employees as directed by clinic supervisor or manager;

Assists in completion of annual evaluations for subordinate staff.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of the problems, social and psychological issues of persons and families affected by alcohol or substance abuse and dependence; thorough knowledge of the symptoms and signs of alcohol or substance abuse or dependence; thorough 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, 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 train, educate and supervise new employees; 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: 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 Master's Degree in Social Work and possession of a 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 14NYCRR 853, with two (2) years of post-C.A.S.A.C. experience, one (1) of which must be in a supervisory capacity; 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 a Master's degree in a health/mental health related field (i.e., counseling, psychology) plus two (2) years of counseling experience in a community mental health setting possession of a 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 14NYCRR 853, with two (2) years of post-C.A.S.A.C. experience one of which must be in a supervisory capacity.

**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.

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

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