

BEHAVIORAL HEALTH COUNSELOR

DISTINGUISHING FEATURES OF THE CLASS: This position involves the performance of professional and social work duties with individuals, families and groups in support of the treatment of alcohol and substance abuse and dependence and in order to establish and coordinate a treatment plan and services designed to improve social functioning and reduce psychological, emotional and social functioning and reduce psychological, emotional and social problems. 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. Work is performed within prescribed routines with leeway permitted in determining the scope of work to be performed in helping clients with their specific circumstances. Employees in this class are expected to meet with professionals of other human services agencies to obtain guidance and assistance for clients. Work is performed under the direction of a Clinical Program Coordinator.

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.*

Participates in the intake and screening of new patients, evaluating and diagnosing the patient and problems;

Participates as a team member in individual, group and family therapy;

Provides social work services to help patients recover from their disabilities and social environment;

Refers clients to other governmental and non-governmental agencies;

Coordinates various activity and treatment programs with other social agencies;

BEHAVIORAL HEALTH COUNSELOR

Page 2

Records progress notes concerning services rendered in relation to a client's personal and social problems, 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 and discharge

Plans with community mental health team and with community agencies to relate the patient's treatment and rehabilitation program to their social situation prior to discharge;

Collects and maintains appropriate data in electronic medical records from various sources, such as professional staff and patients' families to establish an overall approach to the solution of patients' mental and social problems;

Participates in the process of transfer of patients to other levels of treatment as appropriate;

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 CHARAC-

TERISTICS: Good knowledge of the problems, social and psychological issues of persons and families affected by alcohol or substance abuse and dependence; of the practices and procedures of social work and of the social factors affecting disease and disability; good knowledge of the symptoms and signs of alcohol and substance abuse; good knowledge of the techniques and procedures used to treat alcohol and substance dependence; ability to provide information and referral services; sensitivity to persons with alcohol and/or substance dependence problems;

BEHAVIORAL HEALTH COUNSELOR

Page 3

sensitivity to cultural diversity issues; an ability to communicate clearly both orally and in writing; ability to organize work effectively; and ability to operate a personal computer.

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 and either:

- (A) Graduation from a regionally accredited or New York State registered college or university recognized by the New York State Education Department with a Bachelor's Degree or higher in Social Work or eligibility to hold a limited permit to practice as a Licensed Master Social Worker; or
- (B) Graduation from a regionally accredited or New York state registered college or university recognized by the New York State Education Department with a Bachelor's Degree or higher in Mental Health Counseling.

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.

Y:\CLASSPLAN\BEHAVIORAL HEALTH COUNSELOR.DOC

Originated:7/16/2021

Jurisdictional Class: Competitive

Public Hearing: N/A

NYS Civil Service Commission Approval: N/A

Reviewed and placed in Classplan: 7/16/2021

Revised and Replaced in Classplan: 12/6/2024 (Edu)