Impaired Driver Program Coordinator/Instructor

DISTINGUISHING FEATURES OF THE CLASS: This position involves counseling persons enrolled in a program for impaired drivers administered under the State Motor Vehicle Department guidelines. Incumbent also screens referrals to the program to determine when an individual may be in need of other mental health or related health or social services. Work is performed under general direction with wide leeway for using independent judgement.

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.*

Conducts instruction in the Impaired Driver Program class;

Describes counseling services available to class participants;

Must be knowledgeable with Word, Excel, Access and the OASAS Impaired Driver System;

Assists participants in arranging a more comprehensive treatment plan where warranted;

Maintains appropriate attendance or other records and reports;

Assists program participants to obtain appropriate treatment, counseling, or other services as indicated.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of community services available in treatment of alcohol or substance abuse and related problems; working knowledge of principles of alcoholism; good knowledge of program objectives; ability to present ideas clearly both orally and in writing; ability to establish rapport with others; initiative; and resourcefulness.

MINIMUM QUALIFICATIONS: Either:

(A) Possession of an Associate's Degree or higher from a college or university recognized by the New York State Education Department; or
(B) Two (2) years of volunteer work or work experience involving assisting persons to handle social interaction problems, or related services; or
(C) An equivalent combination of training and experience as described in (A) and (B) above; and

To be qualified as a NYS Impaired Driver Program Instructor, you must:

a. hold a driver license valid for operation in New York State;
b. have no record of suspension or revocation of the driver license for a period of at least three years prior to instructing in the Impaired Driver Program;

c. have at least two years of full-time professional experience as a group counselor, preferably in Alcohol or drug abuse counseling, OR two years of teaching experience;
d. must be certified to be an NY IDP Instructor.

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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Originated:
Jurisdictional Class: Non-Competitive
Public Hearing:
NYS Civil Service Commission Approval:

Reviewed and placed in Classplan: 10/08/2021
Revised and Replaced in Classplan: 2/10/2023
Revised and Replaced in Classplan: 4/8/2025 (Edu)