

STUDENT ASSISTANCE COUNSELOR

412-B

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for providing prevention, early intervention and counseling services for students in a school setting. The incumbent presents educational programs and workshops on adolescent issues, risk factors which lead to substance use/abuse in the student population, self-esteem issues and drug and alcohol education. The incumbent serves as a resource to faculty and staff in early identification and intervention strategies for students at risk of, or who are involved with, substance abuse and also serves as a liaison between the school and other substance abuse and/or social service agencies. The work is performed under the supervision of the School District Superintendent and/or School Principal with considerable leeway allowed for the exercise of independent judgment in carrying out the details of the work. Does related work as required.

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 intake interviews in order to obtain needed background material and to assess the student's problem(s), the student's perception of self in relation to the problem(s), the student's ability and motivation to cope with the benefit of intervention counseling services;

Educates, supports and counsels students identified as "at risk" of personal or family related substance abuse problems and meets with students and parents as appropriate;

Serves as a resource to faculty and administrators in identifying and treating at-risk behaviors;

Coordinates services to students with other appropriate community agencies and with school officials;

Intervenes directly with students who are potential or known users of alcohol or drugs;

Coordinates and provides drug education programs and group intervention programs for students, including programs involved with grief management, bullying, anger management, gang-related activities, children of divorcing/separating parents and social skills development;

Determines when services to a student should be terminated and prepares the student for its completion;

Maintains accurate records and prepares a variety of reports utilizing data in both electronic and paper formats to fulfill requirements in such areas as case review and client information;

Presents formal and informal educational programs as a means of prevention of substance abuse;

Attends in-service training sessions to keep abreast of new developments in the early intervention field.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Good knowledge of the principles, practices and terminology associated with counseling individuals, families and groups; good knowledge of factors contributing to substance abuse; good knowledge of public and private agencies which provide youth services and how to use them effectively; good knowledge of educational services; working knowledge of individual school district policies and rules as well as sections of the Education Law relating to student counseling and confidentiality; working knowledge of the psychology of adolescent development and related behaviors; working knowledge of the skills of crisis intervention, assessment, interviewing and evaluation; ability to recognize and differentiate the symptoms of drug abuse and developmental problems; ability to express oneself clearly both orally and in

writing; ability to prepare reports and to operate a personal computer and utilize common office software programs; and ability to establish and maintain working relationships with persons from a variety of socioeconomic, ethnic and cultural background.

MINIMUM QUALIFICATIONS: Possession of a New York State Alcoholism and Substance Abuse Counselor Credential (C.A.S.A.C.) **and** either -

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree or higher in Social or Behavioral Sciences, Human Services, Education, Nursing or a closely related field and two (2) years of casework or counseling experience in a human services agency or school setting dealing with or responding to adolescent issues, including substance abuse counseling, preventive education or intervention; or
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in the fields of study listed in (A) above and four (4) years of casework or counseling experience in a human services agency or school setting dealing with or responding to adolescent issues, including substance abuse counseling, preventive education or intervention; or
- (C) An equivalent combination of training and experience as indicated by the limits of (A) and (B) above.

NOTE: Certain assignments may require reasonable access to transportation to meet field work requirements made in the ordinary course of business in a timely and efficient manner.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS, INCLUDING BOCES: *Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.*

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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