

# **DRUG AND ALCOHOL COUNSELOR I P/T**

**Department: Human Services**  
**Classification: Non-Competitive**  
**Specification Number: 1770**  
**Approved: 9/23/21**  
**Revised: By JG**

## **MINIMUM QUALIFICATIONS**

**Either:**

- a) Graduation from a college with federally-authorized accreditation or registration by NY State with a Bachelor's Degree, and one (1) year of counseling in drug and/or alcohol abuse; or**
- b) Graduation from a college with federally-authorized accreditation or registration by NY State with an Associate's Degree, and three (3) years of counseling in drug and/or alcohol abuse; or**
- c) Registration as a credentialed Alcoholism and Substance Abuse Counselor (CASAC) by the New York State Office of Alcoholism and Substance Abuse Services.**

**\*\* Graduate education in social work or substance abuse counseling will be substituted for experience described in a) on a year-for-year basis.**

## **DISTINGUISHING FEATURES OF THE CLASS**

**An employee in this class provides professional screening and counseling services in the implementation of drug and alcohol abuse prevention and/or treatment programs. Work includes interviewing, monitoring and counseling clients, as well as advising and assisting clients with other substance abuse related problems. Supervision is received from a professional supervisor who reviews work by means of conferences and reports. Does related work as required.**

## **TYPICAL WORK ACTIVITIES**

- Interviews, screens and counsels clients in relation to drug and alcohol abuse problems.**
- Counsels clients in job training and placement.**
- Refers clients to other agencies in accordance with individual needs.**
- Maintains records and files on assigned caseloads.**
- Conducts education and information sessions with clients.**
- Develops and conducts seminars, workshops and training programs on the subject of drug and alcohol abuse.**

## **KNOWLEDGE, SKILLS, ABILITIES and PERSONAL CHARACTERISTICS**

**Good knowledge of the principles and techniques of counseling drug and alcohol abusers; good knowledge of the social and clinical problems associated with drug and alcohol abuse; good knowledge of the resources available for the treatment and care of drug and alcohol abusers; good knowledge of the current literature and source information regarding drug and alcohol abuse problems; ability to establish and maintain cooperative relations with clients, professional colleagues and other agencies; physical condition commensurate with the demands of the position.**