

# **DRUG AND ALCOHOL COUNSELOR I P/T (SPANISH SPEAKING)**

**Department: Human Services**  
**Classification: Non-Competitive**  
**Specification Number: 1775**  
**Approved: 4/29/25**  
**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.**

## **NECESSARY SPECIAL REQUIREMENT**

**There will be a qualifying Spanish language examination.**

## **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 English and Spanish speaking clients as well as advising and assisting them with other substance abuse related problems. The duties require proficiency in both the Spanish and English languages. 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' English and Spanish speaking 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 English and Spanish speaking 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 read, write and converse fluently in both the Spanish and English languages; ability to establish and maintain cooperative relations with clients, professional colleagues and other agencies; physical condition commensurate with the demands of the position.**