

COORDINATOR OF ALCOHOLISM SERVICES

Department: Human Services

Classification: Competitive

Specification Number: 1790

Approved: 2/7/24

Revised: By JG

MINIMUM QUALIFICATIONS

OPEN COMPETITIVE

Graduation from a New York State or Regionally accredited college or university with a Bachelor's Degree, and two (2) years of experience providing substance abuse services, one (1) year of which must have been in a supervisory capacity.

NECESSARY SPECIAL REQUIREMENT

Candidates must be in possession of a current certification as a Credentialed Alcohol and Substance Abuse Counselor (CASAC) at the time of appointment and maintain the requirement throughout employment in the title.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this title plans, develops and coordinates a program for substance abusers and their families. This effort involves continuous contact with public and private community agencies and services that are involved in the treatment of substance abuse. Work is performed under the direct supervision of the Director of Behavioral Health Sciences. Supervision may be exercised over a substance abuse counselor. Performs related work as required.

TYPICAL WORK ACTIVITIES

Initiates an integrated program through liaison, consultation, and training services with community substance abuse agencies;

Develops a register of persons known to be afflicted with the problems of substance abuse;

May provide supervision to professional staff member

Develops in-service training programs and seminars for the staff members regarding the care and treatment of substance abusers;

May develop, prepare and submit grant applications for programs and services between existing resources and unmet needs;

Ensures proper billing procedures are implemented and maintained;

Oversees the preparation of statistical reports.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Thorough knowledge of mental health and substance abuse treatment and services as well as prevention and control; thorough knowledge of Federal, State and local programs and laws related to the care and treatment of substance abusers; thorough knowledge of the policies and programs existing within the Town area; knowledge of practices and techniques of community mental health education; ability to maintain an effective working relationship with all community services and agencies; ability to supervise in a manner conducive to full performance and high morale; ability to express oneself clearly and concisely, both orally and in writing; ability to effectively use communications media; physical condition commensurate with the demands of the position.