

ASSISTANT DRUG AND ALCOHOL PROGRAM COORDINATOR

Department: Human Services

Classification: Competitive

Specification Number: 1800

Approved: 2/14/24

Revised: By JG

MINIMUM QUALIFICATIONS

OPEN COMPETITIVE

Either:

a) Graduation from a New York State or Regionally accredited college or university with a Master's Degree in Social Work; or,

b) Graduation from a New York State or Regionally accredited college or university with a Master's Degree, and two (2) years of counseling experience in drug and/or alcohol abuse; or,

c) Graduation from a New York State or Regionally accredited college or university with a Bachelor's Degree, and four (4) years of counseling experience in drug and/or alcohol abuse.

PROMOTIONAL

a) One (1) year of permanent competitive status as a Drug and Alcohol Counselor II; or,

b) Two (2) years of permanent competitive status as a Drug and Alcohol Counselor I, or Drug and Alcohol Counselor I (Spanish Speaking).

DISTINGUISHING FEATURES OF THE CLASS

An employee in this title assists in the coordination and planning of programs dealing with a local drug and alcohol abuse counseling and education program. The work involves the evaluation of programs and personnel, the supervision of program personnel including clinical supervision, and the interaction with outside agencies. Administrative supervision is received from the Drug and Alcohol Program Coordinator. Work is reviewed by means of periodic conferences and reports. Does related work as required.

TYPICAL WORK ACTIVITIES

Confers with and assists the coordinator in the planning and review of information and education lectures, workshops and programs directed toward stimulating public awareness in a drug and alcohol counseling program;

Assists in the planning and direction of counseling and treatment programs for drug and alcohol abusers;

May supervise professional counseling staff, including clinical supervision;

Makes presentations to civic groups regarding the objectives of the program and services available.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Thorough knowledge of narcotics, alcohol and other related substances and the dangers associated with their abuse; thorough knowledge of principles, practices and techniques of counseling, group counseling, community organization and communication media; good knowledge of federal, state and local sources of narcotic and alcohol addiction information; knowledge of modern techniques, current literature and sources of information available in the field of narcotic and alcohol education; ability to express oneself clearly and concisely, both orally and in writing; ability to establish and maintain cooperative relationships with employees, clients, professional colleagues and other agencies; physical condition commensurate with the demands of the position.