

DRUG AND ALCOHOL COUNSELOR II (SPANISH SPEAKING)

Department: Human Services

Classification: Competitive

Specification Number: 1785

Approved: 3/19/22

Revised: By JG

MINIMUM QUALIFICATIONS

OPEN COMPETITIVE

Either:

- a) Graduation from a college with federally-authorized accreditation or registration by NY State with a Master's Degree in Social Work, Clinical Psychology, Counseling or related field, or
- b) Graduation from a college with federally-authorized accreditation or registration by NY State with a Bachelor's Degree, and two (2) years counseling experience in drug and/or alcohol abuse, or
- c) One (1) year of counseling experience in drug and/or alcohol abuse while registered as a Credentialed Alcoholism and Substance Abuse Counselor (CASAC) by the New York State Office of Alcoholism and Substance Abuse Services.

PROMOTIONAL

One (1) year of permanent competitive status as a Drug and Alcohol Counselor I or Drug and Alcohol Counselor I (Spanish Speaking).

NECESSARY SPECIAL REQUIREMENT

There will be a qualifying Spanish language examination.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this title supervises and coordinates the work of counselors in a drug and alcohol abuse prevention and/or treatment program. The incumbent provides supervisory and professional guidance for counselors, and provides interviewing, monitoring and counseling of English and Spanish speaking clients as well as advising and assisting them with other substance abuse related problems. The incumbent is responsible for the coordination of statistical reporting of case records required by County and State funding guidelines. The duties require proficiency in both the Spanish and English languages. Work is performed under conference direction of professional and administrative supervisors. Does related work as required.

TYPICAL WORK ACTIVITIES

- Supervises and coordinates the work of English and Spanish speaking counselors to assure successful attainment of program objectives;
- Coordinates statistical reports of case records in compliance with County and state funding guidelines;
- Counsels' clients in relation to drug and alcohol abuse problems;
- Develops, initiates and supervises varied treatment modalities to be utilized in the counseling services of the program;
- Clinical documents are translated into Spanish and developed into therapeutic material.
- Develops and conducts English and Spanish speaking seminars, workshops and training programs on the subject of drug and alcohol abuse;
- Attends seminars, workshops and conferences related to the development of the program of counseling services.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Thorough knowledge of the principles and techniques of counseling drug and alcohol abusers; thorough knowledge of the social and clinical problems associated with drug and alcohol abuse; thorough knowledge of the resources available for the treatment and care of drug and alcohol abusers; good knowledge of the current literature and sources of information pertaining to 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 relationships with professional personnel, clients, professional colleagues and other agencies; physical condition commensurate with the demands of the position.