

DRUG AND ALCOHOL PROGRAM COORDINATOR

Department: Human Services

Classification: Competitive

Specification Number: 1810

Approved: 8/18/23

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, and one (1) year of administrative or supervisory experience in a drug and/or alcohol abuse treatment program; 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, one (1) year of which must have been in an administrative or supervisory capacity; 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, one (1) year of which must have been in an administrative or supervisory capacity.

PROMOTIONAL

a) Two (2) years of permanent competitive status as a Drug and Alcohol Community Coordinator II, or Drug and Alcohol Counselor II; or,

b) Three (3) years of permanent competitive status as a Drug and Alcohol Community Coordinator I, or Drug and Alcohol Counselor I.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this title is responsible for the coordination and planning of programs dealing with a local drug and alcohol counseling and education program. The work requires the exercise of good judgment and initiative. Supervision may be exercised over an Assistant Drug and Alcohol Program Coordinator. Work is reviewed by the Director of Drug and Alcohol Counseling Services by means of periodic conferences and reports. Does related work as required.

TYPICAL WORK ACTIVITIES

Plans the development of education programs for community groups;

Reviews information and education lectures, workshops and programs directed toward stimulating public awareness, and inter and intra-agency cooperation in a drug and alcohol counseling program;

Assists in the planning and direction of counseling and treatment programs for individuals with drug and alcohol addiction problems;

Makes presentations to civic groups detailing the objectives of the services and the programs available;

May be assigned to work with local school district's drug and alcohol counselors to assist with beneficial workshops.

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 Town sources of narcotic and alcohol addiction information and financial assistance; good 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.