

DRUG COUNSELOR

Department: Human Services

Classification: Competitive

Specification Number: 1760

Approved: 10/27/22

Revised: By JG

MINIMUM QUALIFICATIONS

OPEN COMPETITIVE

Must be Credentialed Alcoholism and Substance Abuse Counselor by New York State at time of appointment. (CASAC.)

DISTINGUISHING FEATURES OF THE CLASS

This is a professional counseling position involving the delivery of therapeutic services to chemically dependent clients and their families. Chemically dependent individuals are defined as persons who abuse or are dependent on psychoactive substances. Therapeutic services include motivational counseling, evaluation, assessment, referral, advocacy, family intervention and community education. Incumbent will maintain a clinical caseload. Clinical and administrative supervision is received from the Director of Behavioral Health Sciences or a Psychiatric Social Worker.

TYPICAL WORK ACTIVITIES

Maintains an individual caseload, providing chemically dependent clients with individual, group, and family therapy;

Evaluates and assesses the specific state of chemical abuse or dependence of a client and makes appropriate referrals;

Engages in chemical dependence family intervention, basing techniques used on a specific knowledge of chemical dependence defenses;

Performs advocacy services on behalf of clients to expedite the rehabilitative process;

Keeps abreast of new developments, programs, and techniques in the chemically dependent counseling field;

Establishes contact with target population to advise them of services available and to establish a communication link;

Performs liaison work with other community based organizations to introduce clients and their families to these programs;

Maintains case records, documenting all client contacts and meeting deadlines for required paperwork, such as case reviews and quarterly summaries;

Does related work as required.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Thorough knowledge of the effects of psychoactive substances and of the chemically dependent person, his/her language and the degree of the disease; Thorough knowledge of various treatment modalities; Good knowledge of the factors which contribute to mental, emotional, and social maladjustment and of therapeutic techniques to treat those affected; Good knowledge of the basic techniques of interviewing and counseling; Ability to relate sympathetically to a potentially difficult client population; Ability to communicate effectively, both orally and in writing; Ability to establish satisfactory relationships with others; Good judgment; tact and courtesy; patience; Physical condition commensurate with the demands of the position.