

## **DRUG ABUSE COUNSELOR**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for providing intake, assessment and counseling services for individuals who have drug related problems. The incumbents provide client assessment, evaluation and recommendations of the need for drug abuse treatment and/or referral services to meet the client's problems. Case assignments are received from a Mental Health Coordinator. Drug Abuse Counselors typically do not exercise supervision over subordinate employees. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Conducts intake interviews in order to obtain needed background material and to assess the client's problem(s), the client's perception of self in relation to the problem(s), the client's ability and motivation to cope with the benefit of a treatment program;

Provides group, family and individual personal adjustment counseling to a caseload of clients;

Formulates individualized treatment plans to ensure full participation of the client in the treatment process;

Modifies plan on an on-going basis to reflect client's current needs and situation;

Determines when a client's treatment should be terminated and prepares the client for its completion;

Provides a 90-day follow-up of discharged clients, giving advice on problems of daily living;

Attends in-service training sessions to keep abreast of new developments in the drug counseling field;

Maintains accurate client case records and prepares a variety of reports to fulfill requirements in such areas as utilization review and quality assurance;

Coordinates client's treatment with other agencies such as schools, Social Services, Probation, etc.;

Answers emergency telephone calls from individuals with drug and non-drug related problems and makes referrals to other agencies as appropriate.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of the principles, practices and terminology associated with counseling individuals, families and groups with drug related problems;

Good knowledge of factors contributing to drug abuse;

Good knowledge of public and private agencies which provide drug abuse services and other community human service agencies and how to use them effectively;

Good knowledge of drugs, the problems of those addicted to or dependent on drugs, and the symptoms and physical signs of drug abuse;  
Working knowledge of the skills crisis intervention, assessment, interviewing and evaluation;  
Ability to recognize and differentiate the symptoms of drug abuse and mental illness;  
Ability to relate sympathetically to a potentially difficult client population;  
Ability to express oneself clearly and concisely both orally and in writing;  
Ability to secure the confidence and cooperation of clients, professional colleagues, clients' families and social agencies;  
Ability to establish and maintain effective working relationships;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A) Graduation from a New York State registered or regionally accredited college or university with an Associate's Degree or higher and either:
  - 1) 30 semester credit hours in social or behavioral sciences; or
  - 2) One year experience working with the chemically dependent in a program licensed or certified by the New York State Office of Alcoholism and Substance Abuse Services (OASAS) or another state's equivalent state agency; OR
- B) Possession of a current certificate as a Credentialed Alcoholism and Substance Abuse Counselor (CASAC) and/or Certified Addiction Counselor (CAC); OR
- C) Possession of a current certificate as a Credentialed Alcoholism and Substance Abuse Counselor Trainee(CASAC-T) and/or a Certified Addiction Counselor Trainee (CAC-T)and one year experience working with the chemically dependent in a program licensed or certified by the New York State Office of Alcoholism and Substance Abuse Services (OASAS) or another state's equivalent state agency; OR
- C) An equivalent combination of training and experience as defined by the limits of A), B) and C) above.

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COMPETITIVE