

**APPLICATIONS ARE CURRENTLY BEING ACCEPTED AT THE WAYNE COUNTY HUMAN RESOURCE OFFICE FOR THE POSITION OF SUBSTANCE ABUSE COUNSELOR IN THE WAYNE COUNTY BEHAVIORAL HEALTH DEPARTMENT. This position is being filled provisionally pending Civil Service examination at a later date.**

2016 hourly rate: \$24.65

## **SUBSTANCE ABUSE COUNSELOR**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves the performance of a wide variety of duties in a substance abuse prevention and treatment program. Primary emphasis is on providing counseling and guidance to clients and their families. Other duties include the dissemination of information on programs and services provided by the agency, follow-up on former clients and the preparation of records and reports. The purpose of the work is to inform potential abusers of the hazards of addictive substances and to make known to addicts the services available to them. The work is performed under the general supervision of a professional staff member in accordance with established policies and procedures. The incumbent does related work as required.

### **TYPICAL WORK ACTIVITIES:**

- Provides counseling and guidance to clients and their families regarding addictive substance problems;
- Maintains records of interview and meetings with clients and their families;
- Provides crisis intervention services via a hotline;
- Keeps abreast of new developments, programs and techniques in addictive abuse prevention and rehabilitation;
- Works with addictive substance abusers to gain their confidence;
- Works with professional staff, assisting and providing inpatient detoxification, outpatient follow-up, individual and group counseling and related services;
- Disseminates information concerning programs and services to public and private agencies and to the general public through speaking engagements, media releases and educational programs;
- Conducts outreach activities to locate and attract clients;
- Develops treatment plans for assigned clients and maintains case progress notes in accordance with State Guidelines;
- Contacts former clients to show continuing interest and offer encouragement;
- Provides former clients with tutorial services, follow-up counseling and other services;
- Makes the community aware of the services available;
- Assists in the development of financial assistance for the program;
- Prepares monthly client status and demographic reports.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of the problems of those addicted to or dependent on addictive substances; good knowledge of the symptoms and physical signs of addictive substance use; working knowledge of group and individual counseling; working knowledge of the public and private agencies available to provide assistance to the addicted; ability to relate to and be accepted substance users; ability to follow oral and written directions; ability to maintain records and prepare reports; empathy; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Must have and maintain at all times current certification as a New York State Certified Alcohol and Substance Abuse Counselor (CASAC); and either:

- a. Possession of a Master's Degree from a regionally accredited or New York State registered college or university in counseling, psychology, social work, human services or related field; or
- b. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in counseling, psychology, social sciences, human services or related field and two (2) years of experience in group or individual counseling related to personal, social or occupational adjustment and/or rehabilitation; or
- c. Graduation from a regionally accredited or New York State registered college with an Associate's Degree in human services or social sciences and four (4) years of experience as outlined in © above; or
- d. An equivalent combination of training and experience as defined by the limits of (a), (b) and (c) above.