



Human Resource Department
 26 Church Street
 Lyons, New York 14489

JOB ANNOUNCEMENT – PLEASE POST

2019-42

TITLE: SUBSTANCE ABUSE COUNSELOR *Provisional Appointment

Salary: \$25.90 hourly (2019 rates)

Location: Wayne County Community Mental Health Department

Applications Accepted: Continuously

Submit completed Civil Service Application to: Wayne County Human Resources, 26 Church St, Lyons, NY 14489

*The term provisional means that you will be required to take the next Civil Service examination for this title and place among the top three (3) candidates on the examination willing to accept the position in order to be eligible for permanent appointment.

DISTINGUISHING FEATURES OF THE CLASS: The work involves the performance of a wide variety of duties in a substance use 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:

- May be assigned to Out-patient Clinic, Open Access Center, and/or COTI Programs;
- Conducts Substance Use Disorder (SUD) & Co-occurring Disorder (COD) screening, intake, and assessment, and arrives at SUD/COD diagnostic impression;
- Completes Level of Care (LOC) utilizing OASAS “LOCADTR” web-based software;
- Provides individual and/or group 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 in-person, via mobile clinic, or via a hotline;
- Keeps abreast of new developments, programs and techniques in addictive use prevention and rehabilitation;
- Works with addictive substance users 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 and may participate and be assigned to work in and with Open Access Center & COTI programs & staff ;
- 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.

CONTINUED OVER

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-2; CASAC or CASAC-T); 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, nursing, marriage & family therapy, therapeutic recreation, creative arts therapy, social sciences, or human services; or
- B. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in counseling, psychology, social work, nursing, therapeutic recreation, social sciences, human services; or
- C. Graduation from a regionally accredited or New York State registered college with an Associate's Degree in addictions counseling, nursing, human services or social sciences; or
- D. An equivalent combination of training and experience as defined by the limits of (a), (b), and (c) above.

Approved 1/3/91
Revised 6/1/95
Revised 6/26/08
Revised 8/13/19