

SUPERVISING CERTIFIED ALCOHOL AND DRUG COUNSELOR

JOB CODE: 2504
DEPARTMENT: Tioga County Mental Hygiene Department
CLASSIFICATION: Competitive
SALARY GRADE: CSEA - Grade XV (Reso 349-08)
ADOPTED: 2/23/2006; Tioga Co. Personnel & Civil Service

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class supervises and coordinates the work of counselors in a drug and alcohol abuse prevention and/or treatment program. The incumbent provides supervisory and professional guidance for counselors and nurses, including review of treatment plans. In addition, the incumbent provides individual and group counseling to alcohol and drug abusers, for which s/he is required to independently develop treatment plans. The incumbent is responsible for statistical reporting of case records on a variety of programs, as required by County and State guidelines. Work is performed under conference direction of a professional and administrative supervisor. The incumbent is expected to actively participate in training activities that maintain credentialing as a Certified Alcohol and Substance Abuse Counselor (CASAC). Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Develops individualized treatment plans for clients directed toward direct intervention and therapeutic services;
- Evaluates individual client's problems and develops short/long range counseling (treatment goals) and alternate strategies and diversion techniques;
- Develops and implements group counseling techniques involving the client, his/her peers, family members and others;
- Provides direct clinical supervision to alcohol and drug services staff, including review and approval of treatment plans;
- Provides guidance to clerical and clinical staff at satellite alcohol and drug treatment clinic;
- Conducts staff meetings for alcohol and drug services staff;
- Prepares and maintains various reports and records as required (i.e. quarterly TATI report, monthly Employability report for OASAS);
- Documents case records as required by Federal State or local requirements;
- Performs activities related to the maintenance and individual follow-up to cases and client records;
- Provides immediate supportive reinforcement to clients in crises intervention situations;
- Develops and presents specialized technical workshops and general awareness community education programs;
- May represent the agency and attend meetings to speak on the topic of Alcohol and Drug abuse prevention and/or treatment programs.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS: Thorough knowledge of principles, practices and procedures used in the development of substance abuse client treatment plans and the development of short and long range treatment goals; thorough knowledge of individual and group counseling techniques and methodology as they relate to a substance abuse intervention program; thorough knowledge about a substance abuser, his/her language, type of abuse, and pharmacology of abused drugs; good knowledge of the psychological and socio-economic attributes that lead or may lead to substance abuse; good knowledge of the various agencies providing intervention and therapeutic services to substance abusers; working knowledge of child and adolescent development and behavior; working knowledge of family structure, roles, problems and response; ability to establish a rapport with substance abuse clients, educators, mental health professionals, criminal justice officials and the general public; ability to organize, direct and coordinate the substance abuse services in an alcohol and drug prevention/treatment program; ability to provide

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professional leadership; ability to provide positive role model behavior and motivate clients; ability to develop individualized treatment plans directed towards direct intervention and therapeutic services; ability to work effectively with others; ability to develop and present workshops and community education programs; ability to conduct individual and group counseling sessions; ability to prepare oral and written reports on activities and cases; ability to maintain accurate records and documents and compile reports; confidentiality; tact and courtesy; physical condition commensurate with the demand of the position.

MINIMUM QUALIFICATIONS:

OPEN COMPETITIVE

Possession of a current registration as a Certified Alcohol and Substance Abuse Counselor (CASAC) and

EITHER:

- (a) Graduation from a New York State registered or regionally accredited four year college or university with a Bachelor's degree in social or behavioral science or a closely related field and four (4) years full-time paid experience or its part-time equivalent in alcohol and drug counseling, one (1) year of which must have involved supervision of professional substance abuse staff; **OR**
- (b) Graduation from high school or possession of a high school equivalency diploma and eight (8) years of full-time paid experience or its part-time equivalent providing direct client counseling services to substance abusers including responsibility for performance of outreach crisis intervention duties, one (1) year of which must have involved supervision of professional substance abuse staff; **OR**
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b).

PROMOTIONAL

Candidates must be permanently employed in the competitive class (or allocated to non-competitive class in accordance with section 55A of Civil Service Law) in Tioga County and must have served continuously in the competitive class on a permanent basis for two (2) years immediately preceding the date of the written test as a Certified Alcohol and Drug Counselor.

* You **MUST SPECIFICALLY STATE** how you meet these requirements when completing the application.