

## **DRUG ABUSE COUNSELOR**

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

### **TYPICAL WORK ACTIVITIES:**

Conducts intake interviews to obtain needed background material and to assess the client's need(s), the client's perception of self in relation to the need(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 person-centered 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 substance use disorder 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 a substance use disorder and non-substance abuse disorder related needs 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 substance use disorders;  
Good knowledge of factors contributing to substance use disorders;  
Good knowledge of public and private agencies which provide substance use disorder treatment services and other community human service agencies and how to access services effectively;

Good knowledge of substances, the problems of those with a substance use disorder, and the symptoms and physical signs of a substance use disorder;  
Working knowledge of the skills crisis intervention, assessment, interviewing and evaluation;  
Ability to recognize and differentiate the symptoms of a substance use disorder and mental illness;  
Ability to relate empathically to a potentially challenging 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.

**MINIMUM QUALIFICATIONS:**

Graduation from a New York State registered or regionally accredited college or university with an Associate's Degree or higher AND possession of a current certificate as a Credentialed Alcoholism and Substance Abuse Counselor (CASAC).

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COMPETITIVE