

Jurisdictional Class: Competitive  
Adopted: January 23, 1977 as Chemical Abuse Counselor  
Revised: April 23, 2010

**ADDICTIONS COUNSELOR I**

**DISTINGUISHING FEATURES OF THE CLASS:** This is an entry-level position involving the performance of counseling focused on substance use related problems. The work is performed under the general direction and the clinical supervision of the Clinic Coordinator or other senior staff as assigned with leeway allowed for the exercise of independent judgment in the performance of clinical duties. Employees in this class are expected to collaborate and cooperate as needed with professionals of various agencies in order to affect better client care. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Performs the comprehensive assessment of new clients, evaluating and diagnosing the client which includes assessing strengths, needs, abilities and preferences;  
Develops, in conjunction with the client and the clinical team, strength based treatment plans addressing the rehabilitative needs;  
Using accepted practice, provides individual, group and family therapy utilizing these modalities appropriately, and being mindful of length of stay;  
Compiles comprehensive clinical reports for courts, members of the criminal justice system and other agencies requiring such assistance;  
Refers clients, as needed, to other services and participates in the transfer to other levels of care as appropriate;  
Coordinates various activity and treatment programs with other agencies;  
Maintains up-to-date information on community and health resources which can be utilized during the client's care and subsequent to his/her discharge;  
Attends and participates in staff meetings, agency committees and other case conferences;  
Maintains accurate, timely documentation over the course of the client's episode of care according to regulatory and reimbursement requirements;  
Maintains the electronic chart by utilizing computer skills to enter assessment treatment planning and case notes and prepares notifications and correspondence;  
Meets productivity standards as determined by the department head.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Thorough knowledge of the practices and procedures of recovery oriented substance related individual and group counseling;  
Good knowledge of community resources and how to use them effectively;  
Ability to work well with others;  
Ability to organize work effectively and efficiently;  
Ability to demonstrate sound judgment and to practice within ethical parameters;  
Exhibits computer proficiency in the maintenance of the electronic chart (typing, keyboard skills, & e-mail ability).

## Addictions Counselor I

### **MINIMUM QUALIFICATIONS:** Either:

- (a) Possession of current credential as an Alcohol and Substance Abuse Counselor (CASAC) issued by the New York State Office of Alcohol and Substance Abuse Services; or
- (b) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree or higher in a human services field which must have included three (3) credit hours relating to alcoholism and substance abuse and three (3) credit hours in counseling and either:
  - 1) possession of current credential as an Alcohol and Substance Abuse Counselor Trainee (CASAC-T) issued by the New York State Office of Alcohol and Substance Abuse Services; or
  - 2) one year of paid experience or internship in programs for chemical abusers; or
- (c) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in a human services field including or supplemented by a certificate of completion of a drug and alcohol counseling program; and either:
  - 1) possession of current credential as an Alcohol and Substance Abuse Counselor Trainee (CASAC-T) issued by the New York State Office of Alcohol and Substance Abuse Services; or
  - 2) one year of paid experience in programs for chemical abusers; or
- (d) An equivalent combination of training and experience as defined by the limits of (b) and (c) above.