

Jurisdictional Class: Competitive  
Adopted: October 9, 1992 as Senior Chemical Abuse Counselor  
Revised: April 23, 2010

**ADDICTIONS COUNSELOR II**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves independent responsibility for 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. Consultation and education activities may be provided to staff members of the clinic, to personnel of other agencies, and to the community. 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;

Performs the Department of Social Services Alcohol and Drug Assessments which must be provided by a Credentialed Alcohol and Substance Abuse Counselor (CASAC);

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;

Serves as a member of the Mental Health and Addictions Dual Recovery Team;

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;

Serves as liaison to Drug Court;

Participates as a member of the Quality Improvement and Risk Management Committees, which reviews the practices and functions of services to identify problems, improvements, and solutions;

Reviews and signs off as a qualified health provider, as required, on all clinical documentation performed by non-certified addiction staff;

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;

Provides consultation services and educational sessions to clinic staff, other agencies, or in the community;

Provides Crisis Intervention Services to clients who are experiencing a crisis;

Meets productivity standards as determined by the department head.

## Addictions Counselor II

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

Thorough knowledge of the practices and procedures of recovery oriented substance related individual and group counseling;

Thorough 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).

**MINIMUM QUALIFICATIONS:** Possession of a current credential as an Alcohol and Substance Abuse Counselor (CASAC) issued by the New York State Office of Alcohol and Substance Abuse Services and two (2) years of paid experience in programs for chemical abusers acquired after receipt of your CASAC.

**NOTE:** Schooling beyond high school in a human services field can be substituted for the above experience on a year-for-year basis with eighteen (18) credit hours in a human services field equating to one (1) year of above experience.