

## **DRUG AND ALCOHOL COUNSELOR - SCHOOLS**

Code No. 4-07-019  
Competitive

**DISTINGUISHING FEATURES OF THE CLASS:** This professional counseling position, located in a school district, provides chemical dependency counseling services to students who abuse and/or are addicted to drugs or alcohol. Incumbents oversee a designated caseload of alcohol and/or drug abusers and are responsible for initial intake, development of comprehensive treatment plans, and follow-up services. The employee reports directly to, and works under the general supervision of, a higher-level professional staff member. Supervision of others is not normally a responsibility of this class. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (All need not be performed in a given position. Other related activities may be performed, although not listed.)

Provides individual and group chemical dependency counseling;

Facilitates student and family education groups;

Coordinates the implementation of student program plans by working collaboratively with program staff, community agencies, families, school districts, and other support personnel;

Participates in the screening, assessment, and diagnosis of student alcohol and drug problems;

Develops and implements individual program plans for students who are abusing and/or addicted to drugs or alcohol including long and short term goals, resource utilization, and ongoing assessment;

Generates and maintains individual student records as required.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of the basic principles, practices, and techniques used in providing drug and alcohol counseling; good knowledge of proper individual, family, and group counseling techniques; good knowledge of human and social behavior; good knowledge of diverse drug and alcohol abuse intervention techniques and treatment approaches; good knowledge of the etiology and pharmacology of drug abuse; good knowledge of early and crisis intervention practices; working knowledge of child, adolescent, and adult development and behavior; ability to make drug and alcohol abuse-related assessments and evaluations which consider medical, psychological, and social needs of students; ability to prepare oral and written reports on activities and cases; ability to provide referral services that are appropriate and accessible; ability to maintain confidentiality; ability to counsel special and critical populations in drug and alcohol abuse; ability to establish rapport with students, families, and service providers; ability to provide a positive role model and motivate students; ability to maintain accurate case records and documents; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Graduation with a Master's degree, plus one (1) year paid full-time or its part-time equivalent experience providing direct client therapeutic or substance abuse counseling services to adolescents; OR,
- (B) Graduation with a Bachelor's degree, plus three (3) years paid full-time or its part-time equivalent experience providing direct client therapeutic or substance abuse counseling services to adolescents; OR,

- (C) Graduation with an Associate's degree, plus five (5) years paid full-time or its part-time equivalent experience providing direct client therapeutic or substance abuse counseling services to adolescents; OR,
- (D) Credentialed Alcohol or Substance Abuse Counselor (CASAC) certification from the New York State Office of Alcoholism and Substance Abuse Services (OASAS).\*
- (E) An equivalent combination of education and experience as defined by the limits of (A), (B), (C), and (D) above.

\*Candidates must provide a copy of the CASAC certification upon application.

**NOTE:** Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

**SPECIAL REQUIREMENT:** If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

Monroe County Civil Service Commission

**ADOPTED:** November 8, 2001

**REVISED:** October 5, 2023