

## SUBSTANCE ABUSE COUNSELOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for providing drug counseling services in a school-based setting for individuals, groups or families. The incumbent provides client assessment, evaluation and recommendations of the need of services. Substance Abuse Counselors typically do not exercise supervision over subordinate employees. A Substance Abuse Counselor does related work as required.

### TYPICAL WORK ACTIVITIES:

- Conducts intake interviews in order to obtain needed background material and to assess the client's problem(s), the client's perception of self in relation to the problem(s), the client's ability and motivation to cope with the benefit of a treatment program;
- Provides individual, group and family personal adjustment counseling to a caseload of students in grades 7-12;
- Formulates individualized treatment plans to ensure full participation of the client in the treatment process;
- Provides assistance to student/ family in the successful application of recommended interventions either school or community-based;
- Conducts focus groups for topics such as: How Alcohol/Drugs Affect Family, Teen Self-Help Groups, and Understanding Chemical Dependency;
- Improves agency collaboration for successful referral / re-integration;
- Assists with Community Drug Awareness Outreach program/ mentoring;
- Assists with and may develop parent/community workshops;
- Maintains accurate client case records and prepares a variety of reports to fulfill requirements in such areas as utilization review and quality assurance.

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 abuse related problems; good knowledge of factors contributing to substance abuse; good knowledge of public and private agencies which provide substance abuse services and other community human service agencies and how to use them effectively; good knowledge of drugs, the problems of those addicted to or dependent on drugs, and the symptoms and physical signs of substance abuse; working knowledge of the skills crisis intervention, assessment, interviewing and evaluation; ability to recognize and differentiate the symptoms of substance abuse and mental illness; ability to relate sympathetically to a potentially difficult student population; ability to express oneself clearly and concisely both orally and in writing; ability to secure the confidence and cooperation of students, professional colleagues, students' families and social agencies; ability to establish and maintain effective working relationships; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: Candidates must be a credentialed New York State Licensed Clinical Social Worker or Licensed Master Social Worker. Licensure must be maintained throughout employment.

SPECIAL REQUIREMENT: In agencies where required, possess and maintain an appropriate class Motor Vehicle Operator's license.

*SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS / BOCES:*

Per regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

CATTARAUGUS COUNTY CIVIL SERVICE

ADOPTED: 4/11/2016