



Jurisdiction Class: Competitive
Civil Division: County
Adopted by YCCSC: 1/27/1984
Revised by YCCSC: 6/5/1985
Revised by PO: 2/16/2021

ALCOHOLISM COUNSELOR

DISTINGUISHING FEATURES OF THE CLASS:

This is a professional position involving the counseling and evaluating of persons experiencing mental health difficulties related to alcohol abuse. The duties and responsibilities of this position involve performing a wide variety of duties in an alcoholism counseling program with the primary emphasis placed on counseling clients who have been arrested and convicted for alcohol-related offenses involving a Motor Vehicle. General supervision is received by the Director of Community Services. Supervision may be exercised over subordinate clerical employees. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Provides counseling and offers guidance to persons and their families regarding alcohol and abuse problems;
Works closely with the Stop-DWI Coordinator, District Attorney, and the Defense Counselor assessing and evaluating the need for alcohol abuse counseling when a person has been arrested for an alcohol related offense involving a motor vehicle;
Makes an evaluation of an offender and reports to the Court as to the existence and/or scope of a drinking problem for the purpose of a safe and just disposition of the case;
Interviews client and records social, family, employment and their substance abuse history for use in treatment;
Refers clients and family members to other community service agencies that would be helpful for treatment;
Speaks before interested community groups about the problems of alcohol abuse and the county services that are available;
Compiles case studies recording pertinent narrative and statistical information required by various state and federal agencies;
Recruits and instructs volunteer workers on ways in which they can be of assistance;
May serve on a variety of committees in the Health, Mental Hygiene and Human Services field providing information and seeking input to improve the delivery of alcohol abuse services;
Performs other duties as assigned.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles of interviewing, counseling and guidance; good knowledge of the principles and practices of rehabilitation as related to alcoholism;
Working knowledge of the Criminal Justice system;
Skill in dealing effectively with people in a counseling relationship;
Ability to organize work and data and to prepare complex reports;
Ability to communicate effectively both orally and in writing;
Ability to work effectively with people at all levels within the community;
Good judgment; initiative; resourcefulness; tact;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- a) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in Counseling, Social Work or Psychology or related field; OR
- b) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Counseling, Social Science or related field; AND two (2) years of experience providing treatment services in a drug or alcohol abuse program; OR
- c) Graduation from high school or possession of a high school equivalency diploma; AND six (6) years of providing treatment services in a drug or alcohol abuse program; OR
- d) Any equivalent combination of education or experience as defined by the limits of (a), (b), and (c).

SPECIAL REQUIREMENTS:

Candidates must possess at time of permanent appointment either:

- a) Certification as a Rehabilitation Counselor; OR
- b) Certified Social Worker issued by the State of New York and obtain a credential as a Certified Alcoholism Counselor issued by the New York State Division of Alcoholism within one (1) after appointment.

NOTE:

Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.