

CHEMICAL DEPENDENCY COUNSELOR ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS:

This is an apprentice level counseling position involving the delivery of therapeutic services to chemically dependent clients and their families, under the supervision of a Chemical Dependency Counselor. Chemically dependent individuals are defined as persons who abuse or are dependent on alcohol or other psychoactive substances. Therapeutic services include motivational counseling, evaluation, assessment, referral, advocacy, family intervention and community education. Incumbent will maintain a clinical caseload. Clinical and administrative supervision is received from a Clinical Unit Administrator or a Supervising Social Worker. Supervision over the work of others is not a function of this position.

TYPICAL WORK ACTIVITIES:

1. Maintains an individual caseload, providing chemically dependent clients with individual, group, and family therapy;
2. Evaluates and assesses the specific state of chemical abuse or dependence of a client and makes appropriate referrals;
3. Engages in chemical dependence family intervention, basing techniques used on a specific knowledge of chemical dependence defenses;
4. Provides clinical services to mandated clients, i.e., probation, CPS, etc.;
5. Performs advocacy services on behalf of clients to expedite the rehabilitative process;
6. Maintains case records, documenting all client contacts and meeting deadlines for required paperwork, such as case reviews, quarterly summaries, etc.;
7. Keeps abreast of new developments, programs, and techniques in the chemically dependent counseling field;
8. Establishes contact with target population to advise them of services available and to establish a communication link;
9. Performs liaison work with other community based organizations to introduce clients and their families to these programs;
10. Advises police and local community agencies and individuals on available resources to introduce people into treatment;
11. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Good knowledge of the effects of alcohol and other psychoactive substances and of the chemically dependent person, his/her language and the degree of the disease; good knowledge of various treatment modalities; good knowledge of the factors which contribute to mental, emotional, and social maladjustment and of therapeutic techniques to treat those affected; good knowledge of the basic techniques of interviewing and counseling; ability to relate sympathetically to a potentially difficult client population; ability to communicate effectively, both orally and in writing; ability to establish satisfactory relationships with others; good judgement; tact and courtesy; patience; physical condition commensurate with the demands of the position.

CHEMICAL DEPENDENCY COUNSELOR ASSISTANT (Cont'd)

MINIMUM QUALIFICATIONS:

Must have completed all coursework necessary to sit for the New York State Credentialed Alcoholism Counselor or Credentialed Substance Abuse Counselor examination.

NOTE: Incumbent may only remain in this position for a maximum of eighteen months, during which time he/she will sit for the New York State C.A.C. or C.S.A.C. examination. Upon official notification of passing the examination the position will automatically be converted to a grade 14 Chemical Dependency Counselor.

SPECIAL REQUIREMENT:

An appointing authority may require possession of a valid New York State driver's license.

MH0231

ADOPTED: 01/01/96

REVISED: 01/24/96