

## ALCOHOL ABUSE COUNSELOR

DISTINGUISHING FEATURES OF THE CLASS: This is personal service work involving patient counseling and treatment in an alcohol abuse treatment service or outpatient program as part of a therapeutic team. Work is performed under the guidance and supervision of the Clinic Supervisor of Alcoholism Services. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Performs initial intakes and interviews client and family;  
Assists in treatment through supportive interviews;  
Oversees, observes and reports on actions and conditions of patients;  
Participates in patient-staff meetings to discuss problems, organize work assignments and plan activities;  
Participates in case conferences;  
Assists in evaluation of patients' programs;  
Advises police and local community agencies and individuals on available resources to introduce people into treatment;  
Advises and works with outpatient clients on problems of daily living;  
Follows-up patients discharged from inpatient giving advice on problems of daily living;  
Performs liaison with Alcoholics Anonymous, Alateen and Alanon to introduce clients and/or families to these programs;  
Maintains case records;  
Performs a variety of related activities as required.

*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES & PERSONAL

CHARACTERISTICS: Good knowledge of structured alcohol treatment modalities; good knowledge of current alcohol abuse problems; good knowledge of techniques used in alcohol abuse treatment programs; ability to relate to superiors in common professional terms and concepts; ability to relate well to patients and to secure their confidence and cooperation; ability to communicate effectively orally and in writing.

MINIMUM QUALIFICATIONS: Either

- a) Master's degree in the behavioral, health, or social science field and one (1) year of treatment experience in the alcohol/substance abuse field; or

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- b) Bachelor's degree in behavioral, health, or social science field and two (2) years of treatment experience in the alcohol/substance abuse field; or
- c) An equivalent combination as indicated in a) and b) above.

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post secondary, degree-granting institution.

SPECIAL REQUIREMENT: Must be eligible for New York State certification as an Alcohol Abuse Counselor at time of appointment. Possession of certification as Alcohol Abuse Counselor must be obtained within a period of time acceptable to the Director of Alcohol and Substance Abuse Services.

TRAINEE NOTE: Candidates who lack the experience requirements or who lack New York State certification as an Alcohol Abuse Counselor may be appointed as Trainees. Trainees must obtain the appropriate experience and/or New York State certification during the period of their traineeship.