

## **ADDICTION COUNSELOR (CASAC)**

**DISTINGUISHING FEATURES OF THE CLASS:** Provides professional counseling and guidance to individuals and families of individuals with substance use disorders. Experienced counselors who are certified by New York State as Alcoholism and Substance Abuse (CASAC) Counselors work under the general supervision of administrative staff and are assigned to more difficult clients and may assume some supervisory and training responsibilities for less experienced counselors. New and less experienced counselors work under the direct supervision of administrative staff and/or experienced counselors. Does related work as required.

**TYPICAL WORK ACTIVITIES: (Illustrative Only)** Counsels and offers guidance to persons and their families regarding substance use disorders; Maintains ongoing documentation of patient progress and all interactions with or about the patient in patient records; Conducts intake, assessment, treatment planning and treatment plan implementation for clients; Participates in interdisciplinary staffing conferences, case reviews and utilization review meetings; Coordinates patient treatment with other agency personnel such as: Mental Health, Health Care Providers, DSS, Schools, Probation, Local Courts and Magistrates and other community agencies; Assists individuals and families with information and referral regarding detoxification, inpatient rehabilitation and other related resources; Develops, coordinates and implements discharge planning and aftercare; Determines appropriate level of care.

**FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:** Good knowledge of group and individual counseling; Working knowledge of the basic principles, practices and techniques used in alcohol and substance abuse counseling and education; Working knowledge of human behavior, social, economic problems and developments; Ability to carry out an alcohol and substance abuse counseling program; Ability to prepare reports and correspondence; Ability to establish rapport; Good judgment; Initiative and resourcefulness; Sobriety; Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** EITHER:

A. Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree in psychology, sociology, social work, counseling, or a related field; AND two (2) years of full-time or equivalent part-time paid experience in counseling alcohol or substance abusers or individuals with emotional problems or related counseling experience; OR

B. Graduation from a regionally accredited or New York State registered college or university with an associate's degree in psychology, sociology, social work, counseling, or a related field; AND three (3) years of full-time or equivalent part-time paid experience in counseling alcohol or substance abusers or individuals with emotional problems or related counseling experience; OR

C. Graduation from high school or possession of a high school equivalency diploma and four (4) years of the counseling experience specified in (A); OR

D. An equivalent combination of training and experience as defined by the limits of (A), (B) & (C).

**SPECIAL REQUIREMENT:** At time of appointment must be a Credentialed Alcoholism and Substance Abuse Counselor (CASAC) in New York State.

**NOTE:** A master's degree in the fields specified in (A) may be substituted for two years of counseling experience.

**NOTE:** Verifiable volunteer experience will be accepted in lieu of paid experience.

Revised 3/21/88; 1/29/93; 10/21/98; 10/25/02; 5/27/15; 11/15/19  
Reviewed 4/15/15