

## **SUBSTANCE ABUSE COUNSELOR I (SPANISH SPEAKING)**

**DISTINGUISHING FEATURES OF THE CLASS:** This is sub-professional counseling work which involves intake and interview of alcoholic or chemically dependent clients as well as group counseling for same as part of a treatment team effort. The work is distinguished from that of a Substance Abuse Counselor I in that some of the duties performed in this position require the incumbent to possess speaking and reading ability in Spanish at the fluency level indicated in Note 4 below. The work is performed under the guidance and direct supervision of higher-level therapy personnel and professional level treatment personnel. Work direction may be provided to program aides and lower level counseling personnel. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Performs initial intake and interviews client and family;  
Participates in staff conferences for diagnosis and the development of treatment plans;  
Participates in patient-staff meetings to discuss problems, organize work assignments and plan activities;  
Oversees, observes and reports on actions and conditions of patients, including progress and problems;  
Provides assistance in treatment by meeting with clients and providing support and/or recommendations related to concrete services and problems identified by the therapeutic team;  
Provides sub-professional counseling to outpatients, halfway house patients and patients discharged from Inpatient on their problems of living;  
Assists in the evaluation of patients' programs by identifying strengths and weaknesses and offering suggestions;  
Provides post-diagnosis individual and group psychotherapy under professional supervision, which may be indirect;  
Advises police and local community agencies and individuals on available resources to introduce people into treatment;  
Maintains liaison with Alcoholics Anonymous, Alateen and Alanon to introduce clients and/or families to these programs;  
Conducts and participates in a variety of activities used as learning and therapeutic experiences;  
Maintains case and other written records;  
May, if properly licensed, transport clients on an occasional basis to health care and other service providers, clinics, other mental health facilities, etc.

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

Good knowledge of structured sub-professional treatment modalities; good knowledge of correct drug and alcohol abuse problems; good knowledge of techniques used in drug and 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.

(over)

**MINIMUM QUALIFICATIONS:** Two (2) years of college, equivalent to a minimum of sixty (60) credit hours, which included at least eighteen (18) credit hours in Psychology, Counseling, Sociology, or related courses and one (1) year of paid work experience in a health-related facility which involved participation as a treatment team member in an alcohol and/or drug abuse treatment service. Experience as a mental health aide or equivalent title or in primarily personal care work shall not be qualifying.

**NOTE:**

1. Additional years of experience may be substituted for college on a year-for-year basis.
2. Credentialing as an Alcoholism Counselor by the New York State Division of Alcoholism and Alcoholism Abuse shall be deemed fully qualifying.
3. A minimum of 150 training hours in Alcohol Counseling from an accredited institute of learning may be substituted for the required education.
4. Incumbents are expected to possess a Level II proficiency in Spanish (as defined by the Examinations Division of the State of New York Department of Civil Service) which requires that the incumbent: be able to speak the language with sufficient structural accuracy and vocabulary to participate effectively in most formal and informal conversations on practical, social and professional topics not requiring specialized vocabulary (e.g. technical engineering, medicine, etc.); can discuss particular interests and special fields of competence in general terms with reasonable ease; possesses adequate comprehension to normal rate of speech; has good control of grammar and errors do not interfere with understanding; can read with understanding standard newspaper, correspondence and official documents.