

## PSYCHOLOGY ASSISTANT (SUBSTANCE ABUSE)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent in this class plans, designs and implements a system which integrates occupational, medical, psychological, educational and social data to aid counselors in formulating suitable plans for the vocational rehabilitation of substance abuse clients. This position is responsible for initiating, developing and maintaining liaison with providers of a broad range of vocational services in the private and public sectors including Joint Training Partnership Act programs. Supervision is not a responsibility of this position. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Maintains professional contact with voluntary and county agencies including the Department of Social Services in the fields of welfare, education, employment, and rehabilitation;

Cooperates closely with referral agencies in planning for patients who are in need of assistance with vocationally related problems;

Plans programs suited to the skills and interests of clients and compatible with their best future potentialities in collaboration with social workers, counselors, physicians and others;

Performs administrative services;

Fulfills speaking engagements;

Establishes procedures for securing, abstracting, and recording occupational educational and social data for evaluating purposes;

Plans and delivers staff training in the vocational area;

Identifies funding sources for additional required vocational service and prepares appropriate grant applications.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the vocational rehabilitation process including vocational assessment, development and implementation of vocational treatment plans, vocational interest, aptitude and achievement testing; knowledge of community resources; ability to work with and serve as a resource for treatment staff in matters pertaining to patient vocational counseling and development; familiarity with the vocational problems of the disadvantaged, minorities, the poor, the under-educated and the chronically addicted; ability to carry out a community-wide program of education and information; ability to communicate effectively, both orally and in writing; resourcefulness; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Master's Degree\* in Psychological Counseling, Psychology or a related field and two years experience in psychological counseling or testing in the treatment of substance abuse, alcoholism or mental illness.

SUBSTITUTION: Credits earned toward a Ph.D.\* Degree in Psychology may be substituted at the rate of thirty credits per year of the required experience.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the NYS Education Department as a post-secondary, degree-granting institution.