

## SUPERVISING ALCOHOLISM COUNSELOR

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for supervising and coordinating the activities of a group of case managers providing counseling and outreach services as part of a comprehensive program providing treatment and rehabilitative services for patients; support services for their families; and liaison with other county, local and community agencies for referral purposes. This requires training and knowledge in the treatment of alcohol abuse to be able to train and supervise the work of others and function as part of an interdisciplinary treatment team. Supervision is exercised over a number of credentialed paraprofessional case managers and clerical support staff. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Supervises and coordinates the activities of a number of counselors providing individual and group counseling to alcoholic and substance abusing patients as part of a comprehensive rehabilitation program;

Reviews schedules to insure adequate staffing and follow-up, making changes as needed;

Reviews case histories with staff, providing consultations and direction in the management of the individual cases;

Provides training and support for new counselors;

Conducts counseling and rehabilitative services with more difficult patients;

Compiles reports for review by the Director;

Attends meetings and conferences, as required;

Participates in developing program goals and objectives (both immediate and long term) related to treatment services;

Analyzes statistical data and program needs, making recommendations to director to improve the efficiency and effectiveness of treatment services;

Makes recommendations for staffing and operational needs as part of the annual budget submission;

Performs related administrative tasks in the area of responsibility.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the dynamics of the disease of alcoholism and the modern methods for the rehabilitative treatment of alcoholics; thorough knowledge of the skills and techniques used in counseling, particularly as they apply to the treatment of substance abuse and alcoholism; good knowledge of the principles and techniques used in the delivery of mental health services, particularly as they apply to alcoholism treatment and/or substance abuse treatment; good knowledge of the New York State rules and regulations applicable to mental health and alcoholism and substance abuse services; ability to plan, coordinate, organize and supervise daily treatment program; ability to supervise counselors; ability to prepare statistical reports; ability to communicate effectively both orally and in writing; initiative; tact; resourcefulness; sound professional judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) completion of 30 credits\* toward a Bachelor's Degree\* and six years experience counseling alcoholic patients, one of which must have been at the supervisory level; or (b) a Bachelor's Degree\* and three years experience counseling alcoholic patients, one of which must have been at the supervisory level; or (c) a Master's Degree\* in counseling or other Mental Health discipline or in Mental Health, Health or Public Administration and one year experience supervising counselors providing alcoholism treatment to patients; or (d) a satisfactory equivalent combination of the foregoing training and experience within the limits of (a), (b), or (c).

SPECIAL REQUIREMENT:

1. Possession of current credential as an Alcoholism Counselor (CAC) or Substance Abuse Counselor (CSAC) issued by the New York State Office of Alcohol and Substance Abuse Services.
2. Possession of a valid license to operate a motor vehicle in the State of New York.