

PLEASE POST CONSPICUOUSLY

OTSEGO COUNTY HAS THE FOLLOWING VACANCY:

Community Services

***Credentialed Alcoholism & Substance Abuse
Counselor – Provisional Certification (CASAC-P)
(Position is Located in Oneonta)***

\$45,577 - \$53,872

DATED: January 22, 2024

Last Date To File: February 2, 2024

EOE

DISTINGUISHING FEATURES OF THE CLASS: This position is located in the Addiction Recovery Services clinic in Oneonta and provides direct clinical care services and substance use disorder counseling under the direct supervision of an Addiction Recovery Services Program Manager.

EXAMPLES OF WORK: (Illustrative only)

- Performs essential counseling responsibilities including screening, intake, orientation, assessment, evaluation, treatment planning, referrals, counseling, group therapy, patient education, case management and record keeping;
- Completes required client documentation both electronic and paper (as necessary) while adhering to applicable OASAS procedures and confidential regulations;
- Maintains a caseload of patients seeking treatment from the effects of substance use and/or mental health disorders;
- Participates in program, administrative and clinical committees as assigned while communicating with staff effectively to include reporting all observations, interactions and behaviors of a medical nature to the nursing staff or medical director;
- Prepares records and reports within the time frames as required by NYS OASAS Regulations Part 820.
- Maintains positive liaison relationships with other community agencies to include Department of Social Services, Probation, Parole, Vocational Rehabilitation and other Addiction Services.
- Performs related duties as assigned by their supervisor.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:: Working knowledge of addiction/recovery, behavioral health and principles of counseling; good judgement; ability to maintain mutual respect with peers in recovery regarding their goals, aspirations, and talents, while helping them understand and work through their triggers and unhealthy habits and thoughts; ability to organize work effectively; ability to interpret federal, state and local laws affecting the medical and health programs; ability to prepare reports.

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree or higher in a NYS OASAS approved Human Service Field [approved-human-service-degrees.pdf \(ny.gov\)](#). Previous experience working with populations with substance use and mental health disorders.

SPECIAL REQUIREMENT: Must be able to apply for CASAC-P and show verification of application within two (2) months of employment and receive CASAC-P certification through NY State Office of Addiction Services and Supports within their timeframe.

CLASSIFICATION: Competitive

Applications available at the Otsego County Personnel/Civil Service Department, 183 Main Street, Cooperstown, NY 13326 or online at www.otsegocounty.com