

PLEASE POST CONSPICUOUSLY

**OTSEGO COUNTY IS ACCEPTING APPLICATIONS CONTINUOUSLY FOR  
THE FOLLOWING VACANCY:**

**Community Services**  
***Addiction Counselor***

**\$ 49,313 - \$58,383**

**EOE**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves being a professional member of a multidisciplinary clinical treatment team providing a therapy program tailored to the individual needs of patients. They play a central role in the design and delivery of a comprehensive individualized treatment program through consultation with team members, individual and group counseling of patients, discharge planning, community involvement, and case management services. Addictions Counselors may be responsible for augmenting services provided by other treatment team members in order to provide the full range of intensive treatment services to each patient.

**TYPICAL WORK ACTIVITIES:**

- Under the supervision of clinical professionals, serves as a primary therapist for an assigned group of patients; counsels patients, families, and significant others, in order to assist them in recognizing and accepting their addiction/ abuse/potential for difficulties with alcohol and or other substances; and their social, medical, economic and psychological causes and consequences;
- Completes admission interview with prospective patient and authenticates pre-admission data, provides a written summary, including rationale for admission or rejection;
- Provides crisis intervention by telephone or personal contact;
- Provides information about the disease concept of chemical dependency, familiarizing patients with the progressive nature of the disease and the signs and symptoms characteristic of early, middle and late stages;
- Encourages patients to make a commitment to sobriety and to becoming a contributing member of society;
- Provides information about recognized self-help groups including Alcoholics Anonymous, Al-Anon and Alateen, NA;
- Integrates in the counseling process a variety of special concerns appropriate to individual patients or groups;
- Serves as a role model for sobriety and observes the ethical standards applicable to addiction counselors;
- Collects & submits patient's substance use tests to lab for processing;
- Performs activities related to the maintenance and individual follow-up to cases and client records;
- Prepares and maintains various reports and records as required.

**FULL PERFORMANCE, KNOWLEDGE, SKILLS, AND ABILITIES:** 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.

**MINIMUM QUALIFICATIONS:** Either:

- a) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree or higher in a human services field\* and a certificate of completion of a drug and alcohol counseling program; or
- b) Graduation from high school or possession of a high school equivalency diploma and two (2) years of experience in counseling, case management, or a related field.

AND Either:

- 1) Possession of current credential as an Alcohol and Substance Abuse Counselor (CASAC) issued by the New York State Office of Alcohol and Substance Abuse Services; or
- 2) Possession of current credential as an Alcohol and Substance Abuse Counselor Trainee (CASAC-T) issued by the New York State Office of Alcohol and Substance Abuse Services\*\*

**NOTE:** \*Approved human services field as defined by the New York State Office of Alcohol and Substance Abuse Services.

**SPECIAL REQUIREMENT:** \*\*Valid CASAC license must be obtained prior to the expiration of the CASAC-Trainee

**NOTE:** If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm> You must pay the required evaluation fee

CLASSIFICATION: Competitive

Applications are available at the Otsego County Personnel/Civil Service Department, 183 Main Street, Cooperstown, NY 13326 or online at [www.otsegocountyny.gov](http://www.otsegocountyny.gov)

Dated: January 1, 2025