

PLEASE POST CONSPICUOUSLY

**OTSEGO COUNTY HAS THE FOLLOWING VACANCY:**  
**Community Services Department**  
***Advanced Credentialed Alcoholism &  
Substance Abuse Counselor (CASAC)***

**\$61,079 - \$72,474**

**DATED: July 13, 2026**

**EXTENDED LAST DAY FOR FILING: August 10, 2026**

**EOE**

**DISTINGUISHING FEATURES OF THE CLASS:** Advanced Credentialed Alcoholism and Substance Abuse Counselor (CASAC) are professional members of a multidisciplinary clinical treatment team providing assessments for a therapy program tailored to the individual needs of patients and families. 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 and families, discharge planning, community involvement, and case management services. Advanced CASAC may be responsible for augmenting services provided by other treatment team members in order to provide the full range of intensive treatment services for patients and families.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

- Performs complete screening evaluations for patients interested in entering treatment as needed;
- Performs concise and complete psychosocial assessment including clinical impression and plan for intervention;
- Utilizes OASAS Level of Care for Alcohol and Drug Treatment Referral (LOCADTR) tool to determine appropriate level of care and treatment;
- Provides individual, couple, family and group clinical treatment as required;
- Works with patient/family to formulate and review treatment plan and goals;
- Uses individualized treatment approaches in dealing with needs presented by patients/families;
- Establishes appropriate discharge plans for the patient based on appropriate level of care;
- Makes appropriate referrals to adult protective services or child protective services;
- Seeks supervision when required for clinical work;
- Demonstrates ability to utilize supervision including recognition of transference and counter transference issues;
- Performs other duties as assigned.

**REQUIRED 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; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from a regionally accredited college or university or one accredited by the NYS Board of regents to grant degrees with a Bachelor's degree **AND** registered as a Credentialed Alcoholism and Substance Abuse Counselor (CASAC) **AND** have minimum of thirty (30) hours of OASAS approved Clinical Supervision Foundations I & II training.

**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.

Applicants may be required to undergo a Local, State, and/or national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

CLASSIFICATION: Competitive

Applications 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)