

## **SENIOR ADDICTION COUNSELOR (CASAC)**

**DISTINGUISHING FEATURES OF THE CLASS:** Supervises and provides professional individual and group counseling to persons and their families with alcohol and substance abuse problems, and assists the Clinic Director by performing various administrative tasks. This class differs from an Addiction Counselor by the increased level of expertise required to handle the most difficult cases and added supervisory and administrative responsibilities. Direct supervision is exercised over Addiction Counselors and support staff. Does related work as required.

**TYPICAL WORK ACTIVITIES: (Illustrative Only)** Supervises and/or participates in the counseling and guidance of persons and their families regarding alcohol and substance abuse problems; Supervises and/or maintains ongoing documentation of patient progress and all interactions with or about the patient in patient records; Supervises and conducts intake, assessment, treatment planning, and treatment plan implementation for clients; Participates in detoxification, inpatient rehabilitation, and other related programs; Supervises and/or participates in the development, coordination, and implementation of discharge planning and aftercare; May supervise the conduct of alcohol and substance abuse education programs in school and for community groups.

**FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:** 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 plan and direct the work of others; 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; Sobriety; Willingness to work irregular hours; Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma and EITHER:

A. Graduation from a college or university with a bachelor's degree in psychology, sociology, social work, counseling, or a related field; AND two years of full-time or equivalent part-time paid experience in counseling alcohol or substance abusers or individuals with emotional problems, or related counseling experience; OR

B. Graduation from a college or university with an associate's degree in psychology, sociology, social work, counseling, or a related field; AND four years of full-time or equivalent part-time paid experience in counseling alcohol or substance abusers or individuals with emotional problems, or related counseling experience; OR

C. Graduation from high school or possession of a high school equivalency diploma and six years of the counseling experience specified in (A); OR

D. An equivalent combination of training and experience as defined by the limits of A, B or C.

**NOTE:** Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. 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.

**NOTE:** A master's degree in the fields specified in (A) may be substituted for one year of counseling experience.

**NOTE:** Verifiable volunteer experience will be accepted in lieu of paid experience.

**NOTE:** Must be a Credentialed Alcoholism and Substance Abuse Counselor (CASAC) in New York State and must maintain credential during employment.

Adopted 4/30/98

Revised 10/21/98; 3/25/16; 4/18/23

Reviewed 8/28/24