

ALCOHOL ABUSE COUNSELOR

DISTINGUISHING FEATURES OF THE CLASS: These duties involve responsibility for providing guidance and counseling to enable alcohol abusers to adjust to normal community life. The work is carried out under the general supervision of a Psychiatric Social Worker or Director of Community Services. Considerable latitude is permitted for the exercise of independent judgment in carrying out assignments in accordance with established policies and procedures. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES:

- Screens new clients for intake into the alcoholism program;
- Provides counseling and crisis intervention services to alcohol abusers and their families;
- Assists the Coordinator of Alcohol & Substance Abuse Services and Director of Community Services in developing and carrying out programs for alcohol abuse counseling, crisis intervention, alcohol education and drinking driver rehabilitation;
- Works with courts and magistrates in determining appropriate disposition of cases involving alcoholism and alcohol abuse;
- Assists in developing and carrying out alcohol education programs for schools;
- Maintains records and interviews and counseling sessions with clients and their families;
- Disseminates information on alcohol, alcoholism and a resource available to the problem drinker;
- Makes oral and written reports as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the basic principles, practices and techniques used in alcohol abuse counseling and skill in their application; good knowledge of human behavior, socio-economic programs and developments as they relate to alcohol abuse; good knowledge of group and individual counseling methods and procedures; working knowledge of the basic theories of alcoholism and its treatment; working knowledge of the major providers of services to alcoholics; ability to prepare records and reports; ability to establish rapport with alcohol abusers and/or their families; ability to speak before groups about the program; 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) One year of experience in group or individual counseling related to alcoholism problems;

Or (B) Two years of experience in group or individual counseling related to personal, social, occupational adjustment and/or rehabilitation;

Or (C) An equivalent combination of training and experience as defined within the limits of (A) and (B) above.

NOTE: Must possess credentials issued by the Division of Alcoholism and Alcohol Abuse, State Department of Mental Hygiene.

Competitive Class

Adopted CSC Action 05/13/1986