

CHEMICAL DEPENDENCE SERVICES PROGRAM COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for developing and coordinating programs and activities designed to combat chemical dependence by identification, counseling, treatment and rehabilitation of chemically dependent persons. Incumbents are responsible for planning, coordinating and promoting chemical dependence treatment services. The work is performed under the supervision of the Director of Community Services. Supervision is exercised over the work of assigned staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Participates in the intake and screening process of new patients for participation in the chemical dependence program;
- Oversees and provides counseling, crisis intervention and related supportive services to individuals and families of patients;
- Coordinates various treatment activities regarding the alcohol program with other social services agencies;
- Maintains information on community and health resources which may be utilized during patient treatment;
- Provides community education and information regarding the program;
- Participates in staff conferences and meetings and coordinates chemical dependence program components with other mental health program components;
- Trains and supervises subordinate staff;
- May supervise clerical staff;
- May participate in individual and group therapy sessions;
- May provide consultation services and chemical dependence program coordination to law enforcement, medical and social services agencies;
- Works closely with courts, probation and other agencies to aid them in dealing with patients having alcohol/substance problems;
- Prepares a wide variety of records and reports related to the work.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the fundamental principles and practices of group and individual alcohol/substance abuse counseling and education; thorough knowledge of the medical, psychological and social aspects of alcohol and alcohol/substance abuse; good knowledge of the symptoms and physical signs of alcohol/substance abuse and effective modes of treatment; good knowledge of promotional, public relations and educational techniques relating to an on-going alcohol/substance abuse program; working knowledge of current literature and resources concerning alcohol/substance abuse; ability to establish rapport with alcohol/substance abusers and their families; ability to plan and supervise the work of others; ability to establish and maintain cooperative working relationships with community officials and the general public; ability to communicate effectively both orally and in writing; ability to prepare records and reports; physical condition commensurate with the demands of the position.

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MINIMUM QUALIFICATIONS:

- Either -**
- (A)** Graduation from a regionally accredited or New York State registered college or university with a Master=s Degree in rehabilitation counseling, psychology, social work, nursing or related field AND two (2) years of experience in group or individual counseling in the field of chemical dependence rehabilitation;

 - Or (B)** Graduation from a regionally accredited or New York State registered college or university with a Bachelor=s Degree in rehabilitation counseling, psychology, social work, nursing or related field AND three (3) years of experience in group or individual counseling in the field of alcoholism rehabilitation;

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

SPECIAL REQUIREMENTS: Candidates meeting educational qualifications with a degree in nursing must have licensure and current registration to practice as a Registered Professional Nurse in New York State.

NOTE: Preference in appointment may be given to candidates possessing current New York State alcohol and substance abuse counseling credentials (CASAC).