

ALCOHOL SERVICES PROGRAM COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for developing and coordinating programs and activities designed to combat alcohol abuse by identification, counseling, treatment and rehabilitation of alcohol dependent persons. Incumbents are responsible for planning, coordinating and promoting an anti-alcohol abuse educational campaign and for the encouragement and guidance of community efforts directed toward correction of alcohol abuse and related problems. The work is performed under the general supervision of the Director of Community Services with wide leeway allowed for the exercise of independent judgment in planning and carrying out the details of the work. Supervision is exercised over the work of Alcohol Abuse Counselors. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Plans, organizes and carries out an alcohol abuse prevention, remediation and education programs in the community;
- Participates in the intake and screening process of new patients for participation in the alcoholism program;
- Oversees and provides counseling, crisis intervention and related supportive services to individuals and families of patients having alcohol abuse problems;
- Coordinates various activities and treatment regarding the alcohol program between other social services agencies and the mental health clinic;
- Maintains information on community and health resources which may be utilized during patient treatment;
- Provides community education and information regarding the program by working with industry, labor unions, schools, social services agencies and other interested public or private organizations;
- Participates in staff conferences and meetings and coordinates alcoholism program components with other mental health program components;
- Trains and supervises Alcohol Abuse Counselors;
- Supervises clerical staff;
- May participate in individual and group therapy sessions;
- May provide consultation services and alcoholism program coordination to law enforcement, medical and social services agencies;
- Works closely with courts, probation and Alcoholics Anonymous to aid them in dealing with patients having alcohol 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 abuse counseling and education; thorough knowledge of the medical, psychological and social aspects of alcohol and alcoholism; good knowledge of the symptoms and physical signs of alcohol abuse and effective modes of treatment; good knowledge of promotional, public relations and educational techniques relating to an on-going alcohol abuse program; working knowledge of current literature and resources concerning alcohol abuse; ability to plan, develop and coordinate county-wide alcohol abuse prevention programs; ability to establish rapport with alcohol 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.

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 or related field AND two years of experience in group or individual counseling in the field of alcoholism 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 or related field AND four years of experience in group or individual counseling in the field of alcoholism rehabilitation;
- Or** (C) Graduation from a regionally accredited or New York State registered college or university with an Associate Degree in social work, human services or related field AND six years of experience in group or individual counseling in the field of alcoholism rehabilitation;
- Or** (D) An equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

SPECIAL REQUIREMENTS: Possession of a current New York Alcohol Counselor Certificate at the time of permanent appointment.