

## **DRUG ABUSE COORDINATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this class provides direct individual and group counseling to substance abusers and their families. Clients may present for counseling on a voluntary basis or they may be referred to the clinic by other public agencies such as courts, probation and social services. The incumbent formulates and implements individualized treatment plans designed to restore and enhance social functioning. The class requires the incumbent to perform independent analysis and develop alternate counseling strategies and diversion techniques. Work is performed under the direct supervision of the Chemical Dependencies Program Manager. The Drug Abuse Coordinator provides supervision to substance abuse counselors, addiction counselors, alcohol counselors, social workers and interns as assigned. The incumbent participates in program development, monitoring and coordination of activities with the Chemical Dependencies Program Manager. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Develops individualized treatment plans for clients directed toward direct intervention and therapeutic services;

Analyzes individual client's problems and develops short/long range counseling (treatment goals) and alternate strategies and diversion techniques;

Develops and presents specialized technical workshops and general awareness community education programs;

May be required to make immediate psychological and supportive reinforcement to clients in crises intervention situations;

Provides professional consultation services to other agencies that are or may be involved with substance abuses such as probation, social services, courts, school personnel and medical personnel;

May provide services to agencies such as psychological testing, reporting, analysis of behavior of clients and recommendations for treatment;

Performs activities related to the maintenance and individual follow-up to cases and client records;

Prepares and maintains various reports and records as required;

Provides clinical supervision to assigned staff and interns;

Ensures the maintenance of client and other agency records in accordance with standards established by the New York Division of Substance Abuse Services and any other agency with jurisdiction over the program;

Actively participates in program development, monitoring, and coordination activities in consultation with the Program Manager;

Confers on a regular basis with providers of contracted services related to substance abuse, including but not limited to prevention/education providers to ensure implementation of efforts to coordinate program objectives and to identify problems.

**FULL PERFORMANCE KNOWLEDGES, SKILLS & ABILITIES:** Thorough knowledge of principles, practices and procedures used in the development of substance abuse client treatment plans and the development of short and long range treatment goals; thorough knowledge of individual and group counseling techniques and methodology as they relate to a substance abuse intervention program; good knowledge of the drug abuser, his/her language, type of abuse, and pharmacology of abuse drugs; good knowledge of the psychological and socio-economic attributes that lead or may lead to substance abuse; good knowledge of the various agencies providing intervention and therapeutic services to substance abusers; working knowledge of child and adolescent development and behavior; working knowledge of family structure, roles, problems and response; ability to establish a rapport with substance abuse clients, educators, mental health professionals, criminal justice officials and the general public; ability to provide positive role model and motivate clients; ability to develop individualized treatment plans directed toward direct intervention and therapeutic services; ability to make remedial psychological and supportive reinforcement; ability to develop and present workshops and community education programs; ability to conduct individual and group counseling sessions; ability to identify program issues and implement plan of improvement; ability to provide clinical supervision; ability to implement regulatory requirements; ability to prepare oral and written reports on activities and cases; ability to maintain accurate records and documents; physical condition commensurate with the demands of the position; knowledge and adherence to ethical principals.

**MINIMUM QUALIFICATION:**

Master's degree in social work, sociology, psychology, nursing, counseling or related field and one (1) year of experience in the area of substance abuse treatment which must have included clinical supervision or supervisory experience.

4/1/76  
Revised 10/22/08

CLASSIFICATION: Competitive