

Substance Abuse Evaluator Tompkins County

Department: Department of Social Services
Classification: Competitive
Labor Grade: White Collar grade 11
Approved: Reclass 04/07
Revised: 11/16
By: AF, Commissioner of Personnel

MINIMUM QUALIFICATIONS:

- (a) Possession of a Bachelors Degree in Human Services/Development or closely related field **AND** two years of full-time paid (or the equivalent part-time and/or volunteer) experience working in the human services field; **OR**
- (b) Possession of an Associate's Degree in Human Services/Development or closely related field **AND** four years of full-time paid (or the equivalent part-time and/or volunteer) experience working in a human services field **OR** performing the duties of a Social Welfare Examiner; **OR**
- (c) Any combination of training and experience equal to or greater than that specified in (a) and (b) above.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

SPECIAL REQUIREMENTS:

Must be certified as a Certified Alcohol and Substance Abuse Counselor (CASAC).

Must possess a valid New York State driver's license at the time of appointment and maintain such license for the duration of employment.

DISTINGUISHING FEATURES OF THE CLASS:

An incumbent in this class performs substance abuse evaluations, crisis intervention, back-to-work substance abuse assessments, works with others to create treatment plans, makes treatment referrals and communicates with referral sources, funding sources and other entities in accordance with agency practice. Duties also include regular participation in staff meetings and case review. The work is performed under the direct supervision of a member of the Department's Senior Staff with some leeway allowed for the exercise of independent judgment in planning and carrying out the details of the work in accordance with prescribed rules and procedures. Supervision over the work of other staff is not a function of this position. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other reasonably related duties as required by the supervisor.

- Perform substance abuse evaluations in a jail setting;
- Assess substance abuse issues of parents of child welfare clients;
- Conduct back-to-work substance abuse assessments for public assistance clients;
- Refer clients to appropriate staff/agencies for individual counseling sessions;
- Assist substance abuse treatment professionals in preparing, reviewing and updating individualized treatment plans on an as needed basis
- Assist clients and substance abuse treatment professionals with creating a discharge plan;
- Assist Community Reentry Coordinator in developing reentry plans;
- Make appropriate treatment referrals for Community Reentry clients;
- Complete all documentation in a timely manner in accordance with state and agency regulations.
- Maintain a knowledge of client group activities such as recreational therapy, work therapy, and homework assignments, etc.
- Assist the agency with interpretation/ evaluation of client activity participation reports as received by

- treatment providers;
- Work with Insurance and other funding sources to assure client payment;
- Participate in community activities that foster recovery;
- Participate with community partners to assure effective client care.
- Attend staff and clinical team meetings and collaborate on cases as necessary.
- Provide addiction counseling training to peers;
- Develop / modify curricula as needed for use in educational and therapy groups.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of addiction & recovery issues;
- Good knowledge of interviewing and counseling techniques;
- Working knowledge of group process, strength-based principles of treatment, and an individualized approach to treatment;
- Working knowledge of motivational interviewing desired;
- Excellent interpersonal skills;
- Effective written and verbal communication skills,
- Skill in crisis intervention;
- Ability to operate a personal computer and utilize software for documentation and communication;
- Ability to multi-task,
- Ability to maintain healthy & appropriate professional boundaries,
- Ability to be a team player;
- Ability to teach and train addiction counseling techniques to peers and community professionals,
- ability to develop group curriculum through research and best practices and be able to represent the agency professionally.

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