

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

Occ. Code 8339020

Addictions Counselor Assistant, Grade 11

Brief Description of Class

Addictions Counselor Assistants assist clinical professionals in the delivery of addiction treatment and recovery programs. Under the supervision of Addictions Counselors 2 or 3, incumbents participate in individual and group counseling, crisis intervention, treatment and discharge planning, care coordination, and case management activities for individuals with substance use disorders in Addiction Treatment Centers operate by the Office of Addiction Services and Supports (OASAS).

Positions are non-competitive and classified at OASAS.

Distinguishing Characteristics

Addictions Counselor Assistant: full performance level; under the supervision of an Addictions Counselor 2 or 3, assists in providing addiction treatment services to individuals with substance use disorders in an Addiction Treatment Center.

Related Classes

Addictions Counselors are credentialed professionals who provide addiction counseling, treatment, and recovery services to individuals with substance use disorders in State facilities and programs; serve as members of multidisciplinary treatment teams; play a central role in the design and delivery of comprehensive, short-term, individualized addiction treatment programs; provide individual and group counseling, treatment and discharge planning, community integration, and case management services; and work with individuals, families, and significant others to assist them in recognizing and accepting their addiction and its social, medical, economic, and psychological causes and consequences.

Illustrative Duties

Addictions Counselor Assistant

Under the supervision of an Addictions Counselor 2 or 3, assists in providing addiction treatment services to individuals with substance use disorders.

- Participates in individual, group, and family counseling sessions, crisis intervention, treatment and discharge planning, care coordination, and case management activities.
- Completes admission screenings; and prepares written summaries of intake interviews, including individuals' health and family histories and their short- and long-term goals.
- Prepares rooms and supplies for new admissions; and conducts routine rounds to maintain a safe and therapeutic environment.
- Assists in the development of individual treatment plans by providing information obtained through direct observation and discussions with individuals.
- Conducts and/or monitors recreational, vocational, and social activities.
- Reviews treatment plan summaries; observes and reports individuals' participation; and records progress notes regarding implementation.
- Completes documentation and maintains individuals' records in accordance with applicable regulations and requirements.
- Provides information to individuals about coping mechanisms and, for emergency situations, the availability of community medical, addictions, and social services.
- Coordinates with referral sources regarding admissions and discharges, including referrals for aftercare.
- Discusses discharge and continuing care plans with individuals, including information about community providers and support groups (e.g., Alcoholics and Narcotics Anonymous).
- May assist with other activities, such as facility orientation, insurance inquiries and documentation, transportation, room searches, urine toxicology collection, and meal preparation and distribution.

Minimum Qualifications

Addictions Counselor Assistant

Non-Competitive: two years of experience, one year of which must have required the application of communication skills and one year must have been in a direct treatment capacity in an addictions treatment setting; or an associate's degree in a human services field; or current registration as a Credentialed Alcoholism and Substance Abuse Counselor (CASAC)-Trainee or CASAC-Provisional in New York State.

Note: Classification Standards illustrate the nature, extent, and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all the work that might be appropriately performed by a class. The minimum qualifications above are those required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualifications for appointment or examination.

Date: 4/2024

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