

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

Classification Standard

Occ. Code 8339100

Addictions Counselor 1, Grade 16	8339100
Addictions Counselor 2, Grade 18	8339200
Addictions Counselor 3, Grade 21	8339300

Brief Description of Class Series

Addictions Counselors are credentialed professionals who provide addictions counseling, treatment, and recovery services to individuals with substance use disorders in State facilities and programs. Incumbents 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.

Positions are primarily classified at the Office of Addiction Services and Supports (OASAS).

Distinguishing Characteristics

Addictions Counselor 1: full performance level; under the supervision of an Addictions Counselor 2 or 3, or other appropriately licensed clinical/medical professional, serves as the primary counselor for an assigned group of individuals; and provides the full range of addictions counseling services.

Addictions Counselor 2: supervisory level; under the supervision of an Addictions Counselor 3 or other appropriately licensed clinical/medical professional, independently provides the full range of addictions counseling services to individuals with more complicated conditions; and supervises Addictions Counselors 1 and Addictions Counselor Assistants.

Addictions Counselor 3: supervisory level; under the supervision of a Director Addiction Treatment Center (ATC) 1 or 2, or Assistant Director ATC, serves as the treatment lead for specialized populations; provides addictions counseling services to individuals with the most complicated conditions; and supervises lower-level Addictions Counselors and Addictions Counselor Assistants.

Related Classes

Addictions Counselor Assistants assist in the delivery of addiction treatment and recovery programs under the supervision of Addictions Counselors 2 or 3; and 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 operated by OASAS.

Illustrative Duties

Addictions Counselor 1

Under the supervision of an Addictions Counselor 2 or 3, provides addictions counseling and treatment services to an assigned group of individuals.

- Completes psychosocial assessments and screenings; interviews individuals; and obtains and reviews personal information relative to an individual's family history, developmental stage, work history, marital relations, history of alcohol and substance use, and diagnosed medical and emotional conditions.
- Develops individualized treatment plans that define and prioritize an individual's needs, strengths, and limitations; include measurable short- and long-term goals and objectives; and identify appropriate modalities for treatment.
- Serves as a member of a multidisciplinary treatment team; participates in team meetings and case review conferences; suggests changes to treatment programs; presents clinical information and observations; consults with other team members on courses of treatment; and incorporates recommendations into treatment plans for assigned individuals.
- Provides orientation to new admissions, including information on treatment facility programs, activities, policies, and rules.
- Conducts individual and group counseling sessions.
- Monitors and reports individuals' progress, participation, responses to treatment, and significant psychosocial events and/or changes in clinical condition, which may require specialized medical, psychological, or social service intervention.
- Documents services and maintains records for assigned individuals, including pre-admission data, progress notes, observations, treatment plans, and discharge summaries.

- Develops personalized continuing care plans for assigned individuals, including recommendations for future treatment, contact information, and other resources for post-discharge continuing care and recovery services.
- Educates individuals, families, and significant others on relapse prevention; and provides information on recognized self-help groups (e.g., Alcoholics Anonymous and Narcotics Anonymous).
- Maintains professional relationships with vocational, educational, social services, and other community agencies to ensure continuity of recovery services; provides information to the community on addictions and available treatment and recovery programs; and encourages appropriate referrals and use of resources.

Addictions Counselor 2

Performs the duties of an Addictions Counselor 1 and performs the full range of supervisory duties for Addictions Counselors 1 and Addictions Counselor Assistants.

Coordinates treatment planning with other clinical disciplines for individuals with more complicated conditions, such as multiple health, social, and/or addiction issues and co-occurring psychiatric disorders.

May serve as an admissions and discharge coordinator.

Addictions Counselor 3

Performs the duties of an Addictions Counselor 2 and performs the full range of supervisory duties for lower-level Addictions Counselors and Addictions Counselor Assistants.

Oversees specialized service areas (e.g., individuals with children, co-occurring psychiatric disorders, community residential services, cultural-specific services).

Works with community agencies to establish appropriate linkages and referral sources for individuals within a catchment area and serves as an admissions or discharge coordinator.

Serve as a member of the facility's quality assurance and management teams; establishes protocols for services; and reviews clinical services to ensure compliance with regulatory requirements.

Minimum Qualifications

Addictions Counselor 1

Open Competitive: current registration as a Credentialed Alcoholism and Substance Abuse Counselor (CASAC), CASAC Level 2, CASAC-Advanced Counselor, or CASAC-Master Counselor in New York State.

Addictions Counselor 2

Promotion: current registration as a CASAC-Advanced Counselor or CASAC-Master Counselor in New York State and one year of service as an Addictions Counselor 1.

Open Competitive: current registration as a CASAC-Advanced Counselor or CASAC-Master Counselor in New York State and one year of post-registration addictions counseling experience in a certified or licensed program.

Addictions Counselor 3

Promotion: current registration as a CASAC-Advanced Counselor or CASAC-Master Counselor in New York State and one year of service as an Addictions Counselor 2.

Open Competitive: current registration as a CASAC-Advanced Counselor or CASAC-Master Counselor in New York State and two years of post-registration addictions counseling experience in a certified or licensed program. One year of this experience must have included clinical supervision.

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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