



CONTINUOUS RECRUITMENT OPEN-COMPETITIVE EXAMINATION

APPLICATIONS ACCEPTED CONTINUOUSLY TESTS HELD PERIODICALLY

Table with 4 columns: Examination No. & Title, Salary Grade, Beginning Salary, Job Rate. Rows include 20-690 Addictions Counselor 1, 20-691 Addictions Counselor 1 (Spanish Language), and 20-692 Addictions Counselor 2.

NO APPLICATION PROCESSING FEE REQUIRED

Appointees who work in the five boroughs of New York City or in Nassau, Suffolk, Rockland, or Westchester Counties will receive an additional \$3,026 annual downstate adjustment.

MINIMUM QUALIFICATIONS: On or before the date of filing your application, you must meet the following requirements:

For No. 20-690, No. 20-691, and No. 20-692: You must be registered as a Credentialed Alcoholism and Substance Abuse Counselor (CASAC) in New York State.

In addition for No. 20-692: You must have the equivalent of one year of full-time professional post-CASAC addictions counseling experience.

For information on how to apply for New York State registration as a Credentialed Alcoholism and Substance Abuse Counselor, write to: Credentialing Unit, New York State Office of Alcoholism and Substance Abuse Services, 1450 Western Avenue, Albany, New York 12203 or visit the website at http://www.oasas.ny.gov/sqa/credentialing/index.cfm.

NOTES:

- 1. Registration as a Credentialed Alcoholism and Substance Abuse Counselor is necessary for continued employment as an Addictions Counselor 1, Addictions Counselor 1 (Spanish Language), or Addictions Counselor 2.
2. Status as a CASAC Trainee is not qualifying for these exams.
3. Candidates eligible for reciprocity through the International Certification and Reciprocity Consortium (IC&RC) may apply.
4. If you are considered for an appointment as an Addictions Counselor 1 (Spanish Language), you will be required to demonstrate your proficiency in the Spanish language.
5. Appropriate part-time and volunteer experience, which can be verified, will be accepted on a prorated basis.
6. In order to be eligible for appointment and to maintain employment, you cannot be listed as an excluded individual or entity on any of the Federal and/or State Medicaid exclusion lists.

THE POSITIONS: These positions exist with the State University of New York at Buffalo Research Institute on Addictions and the New York State Office of Alcoholism and Substance Abuse Services (OASAS) at 12 Addiction Treatment Centers located throughout the state.

DUTIES: As an Addictions Counselor 1, you would provide individual counseling and case management services to patients in a treatment facility. You would also conduct individual and group therapy; prepare and carry out treatment plans; participate in case reviews; assess patients' psychosocial condition; determine the effects of alcohol and other drug use; present educational materials to community groups, patients, and other staff; and provide leadership, training, and direction to staff engaged in the day-to-day care and supervision of patients.

As an Addictions Counselor 2, you would function as the senior therapist on an addictions treatment team and serve as primary therapist for the most difficult patients. Responsibilities include case management; conducting individual and group counseling; providing treatment to family or significant others; assessing patient needs and developing treatment plans; interdisciplinary team coordination; conducting large group presentations; managing and supervising the admission process; and carrying out program development and evaluation.

SUBJECT OF EXAMINATION: There will be no written test. If you meet the Minimum Qualifications your education and experience will be evaluated against the general background/critical activities of the position. It is essential that you describe your education and experience as completely as possible on the examination application NYS-APP form.

Your final score must be 70 or higher in order to pass. Rank on the eligible list will be determined after adding any wartime veterans' and Civil Service Law Section 85-a credits to your final passing score.

**HOW TO APPLY:**

- Download the examination application NYS-APP form at <http://www.cs.ny.gov/announ/applications.cfm>; or
- Email [cs.sm.examinfo@cs.ny.gov](mailto:cs.sm.examinfo@cs.ny.gov) to request NYS-APP form; or
- Obtain NYS-APP form from a State agency or facility personnel/business office; or
- Request NYS-APP form by calling the Department of Civil Service in the Albany area at 518-457-2487; or toll free at 1-877-697-5627.

**WHERE TO APPLY:** A list of the facilities where these positions exist, and instructions for submitting an application, are a part of this announcement. **Do not send applications to the Department of Civil Service.** You must specify, in the remarks section of the application form, each of the locations below where you are interested in employment. If you have any questions about these examinations, write or call any of the listed facilities.

**If you wish to be considered for appointment at any of the Addiction Treatment Centers listed below, mail your application directly to:**

- Bureau of Human Resources Management, New York State Office of Alcoholism and Substance Abuse Services, 1450 Western Avenue, Albany, New York 12203 - (518) 457-296

C.K. Post Addiction Treatment Center  
Pilgrim Psychiatric Center  
Building 1, 998 Crooked Hill Road  
West Brentwood, NY 11717-1087  
(631) 434-7209

Dick Van Dyke Addiction Treatment Center  
1330 County Road 132  
Ovid, NY 14521  
(607) 869-9500

Bronx Addiction Treatment Center  
Bronx Psychiatric Center  
Building 13  
1500 Waters Place  
Bronx, NY 10461-2723  
(718) 904-0026, Ext. 2

Creedmoor Addiction Treatment Center  
Creedmoor Psychiatric Center  
Building #19, CBU 15  
80-45 Winchester Boulevard  
Queens Village, NY 11427  
(718) 264-3740

Russell E. Blaisdell Addiction Treatment Center  
Rockland Psychiatric Center, Bldg. 57  
Box 140  
Orangeburg, NY 10962-1129  
(845) 359-8500

South Beach Addiction Treatment Center  
South Beach Psychiatric Center  
Building 1, 2<sup>nd</sup> Floor  
777 Seaview Avenue  
Staten Island, NY 10305-3499  
(718) 667-5202

McPike Addiction Treatment Center  
1213 Court Street  
Utica, NY 13502  
(315) 738-4600

John L. Norris Addiction Treatment Center  
Rochester Psychiatric Center  
1111 Elmwood Ave.  
Rochester, NY 14620-3005  
(585) 461-0410

M. A. Stutzman Addiction Treatment Center  
360 Forest Avenue  
Buffalo, NY 14213-1205  
(716) 882-4900

St. Lawrence Addiction Treatment Center  
One Chimney Point Drive  
Hamilton Hall  
Ogdensburg, NY 13669-2291  
(315) 393-1180

Richard C. Ward Addiction Treatment Center  
Suite No. 12/16, Building 92  
117 Seward Avenue  
Middletown, NY 10940

Kingsboro Addiction Treatment Center  
754 Lexington Avenue  
Brooklyn, NY 11221  
(718) 453-3200

**If you wish to be considered for appointment at the Research Institute on Addictions, 1021 Main Street, Buffalo, New York 14203-1016 - (716) 887-2566, mail your application directly to:**

- SUNY Buffalo, Office of Human Resources Services, 120 Crofts Hall, Buffalo, New York 14260 - (716) 645-7777

New York State has an ongoing need for persons qualified for appointment to these positions. Therefore, applications will be accepted at any time and will be rated whenever additional employees are needed. Appeal of ratings will not be allowed as the opportunity for retest exists.

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**INFORMATION FOR CANDIDATES**

**NEW YORK STATE IS AN EQUAL OPPORTUNITY EMPLOYER:** It is the policy of the State of New York to provide for and promote equal opportunity employment, compensation, and other terms and conditions of employment without discrimination on the basis of age, race, color, religion, disability, national origin, gender, sexual orientation, marital status, domestic violence victim status, genetic predisposition or carrier status, or arrest and/or criminal conviction record unless based upon a bona fide occupational qualification or other exception.

Appointment to many positions in State government require candidates to undergo an investigative screening. This may include a thorough character investigation, a Federal Bureau of Investigation Criminal Record History Check, a Child Abuse Registry clearance, or other similar procedures. Candidates may be fingerprinted and may be required to pay any necessary fees for that procedure. Depending on the nature of the job, the criminal convictions discovered, or any falsified or omitted information revealed, the investigative findings may bar appointment or result in removal after appointment.

**ELIGIBILITY FOR EMPLOYMENT:** You must be legally eligible to work in the United States at the time of appointment and throughout your employment with New York State. If appointed, you must produce documents that establish your identity and eligibility to work in the United States, as required by the federal Immigration Reform and Control Act of 1986, and the Immigration and Nationality Act.

**REASONABLE ACCOMMODATIONS IN TESTING:** It is the policy of the Department of Civil Service, in accordance with the New York State Human Rights Law and the Americans with Disabilities Act, to provide qualified persons with disabilities equal employment opportunity and equal opportunity to participate in and receive the benefits, services, programs, and activities of the Department. It is the policy of the Department to provide such persons reasonable accommodations and reasonable modifications as are necessary to provide equal opportunity. Persons with disabilities who require an accommodation to participate in an examination must note this on their applications. Further information is available from the Test Administration Unit of the Department of Civil Service. In the Albany area, call 518-457-2487. Outside of the Albany area, call toll free at 1-877-697-5627. For TDD services, call NY Relay at 711 (requires a fee) or 1-800-662-1220.

**NEW YORK STATE RESIDENCE IS NOT REQUIRED FOR MOST POSITIONS:** However, you must be eligible for employment in the United States.

**CONTINUOUS RECRUITMENT/ELIGIBLE LISTS:** Candidates who meet the qualifications and pass this examination will have their names placed on the eligible list in the order of final scores, regardless of the date on which they filed or took the test. Generally, the names of qualified candidates will remain on the eligible list for two years. Appeal of ratings will not be allowed as the opportunity for retest exists. The Department of Civil Service reserves the right to terminate this special recruitment program.