

## CHEMICAL DEPENDENCY AIDE

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for providing support to a clinical unit of the mental health agency. Primarily, the incumbent is responsible for witnessing and collecting samples for urinalysis from clients. Additionally the work involves a variety of support activities. Work is performed under the general supervision of a higher level employee. Does related work as required.

**TYPICAL WORK ACTIVITIES:** The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Witness clients providing urine specimens for laboratory analysis;

Tests urine with approved laboratory analysis kit following prescribed protocols;

Observes universal safety precautions in handling body fluids;

Prepares and maintains simple, but confidential records;

May perform other routine support activities related to the substance abuse program such as operating equipment, maintaining and inventorying supplies and equipment, determining what supplies need to be ordered, and related work.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Ability to acquire a working knowledge of universal safety precautions in handling body fluids; ability to acquire a working knowledge of and adhere to regulations governing confidentiality in relation to substance abuse and alcohol treatment; ability to establish and maintain effective working relationships with co-workers and to establish rapport with clients; ability to prepare simple written records; ability to understand and follow simple oral and written direction; good powers of observation; honesty; integrity; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma.

ULSTER COUNTY  
1155 CHM DEP AI  
Classification: Non-Competitive  
Grade: 7  
Union: CSEA

Adopted: October 5, 1992