

## CHEMICAL DEPENDENCY ASSISTANT

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for assisting and participating in the provision of a variety of clinical, case management, and support services to substance abuse clients of a community mental health agency. Initially, a newly appointed incumbent functions under the direct supervision of a higher level clinical employee with assignments made in detail and work closely reviewed. As more experience is gained the incumbent exercises a greater degree of independent judgment. Clinical supervision is received from higher ranked clinicians at regularly scheduled sessions and on request. 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.

Provides treatment for physical and psychological dysfunction through the use of creative, manual, occupational, social, recreational, and educational activities;

Conducts leisure time activities at the program site or in the community for the enrichment of the quality of life of participants;

Identifies and utilizes all contacts and resources available to the client, including family, friends, employers, community agencies, social service agencies, etc., in order to establish an overall, or systems, approach to chemical dependency treatment;

Provides advice and guidance to peers on request;

May provide consultation to other agencies in areas of substance abuse;

Attends staff meetings to exchange information and receive supervision;

Establishes and maintains a liaison with a wide range of internal and external agency personnel in order to coordinate and maximize delivery of care;

Maintains records and prepares reports of a narrative and statistical nature as well as general correspondence;

Receives in-service training and keeps abreast of latest developments in the mental health field related to substance abuse.

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Good knowledge of the causes, effects and symptoms of substance abuse addiction, and of various treatment approaches; good knowledge of area mental health, medical, vocational, legal and social service providers and other available community resources and the ability to effectively utilize these other resources in conjunction with direct clinical services, in other resources in conjunction with direct clinical services, in an overall psychosocial approach to treating substance abuse clients; working knowledge of the causes,

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effects and symptoms of mental illness; ability to establish and maintain effective liaison with a variety of other service providers; ability to establish and maintain a rapport with substance

abuse clients and their families; ability to establish and maintain effective working relationships with other agency staff; ability to maintain records and prepare narrative reports, statistical reports and general correspondence; willingness to participate in and benefit from in-service training; willingness to keep abreast of new developments in the mental health field related to substance abuse; sound judgment; tact; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree which included or was supplemented by thirty (30) semester credit hours in psychology, sociology, one of the behavioral sciences or a related field and two (2) years of work experience providing direct treatment to populations presenting substance abuse issues, in a recognized agency adhering to acceptable standards.

Note: Additional training at a regionally accredited or New York State registered college or university in psychology, social work or a related field may be substituted for the above required work experience wherein one year of work experience equals thirty (30) semester credit hours.

Note: Verifiable volunteer experience may be accepted, if such experience is in all respects, other than salary, the equivalent of paid experience.

ULSTER COUNTY  
1158 CHM DEP AS  
Classification: Competitive  
Grade: 14  
Union: CSEA

Adopted: April 16, 1993