

STUDENT ASSISTANCE COUNSELOR

DISTINGUISHING FEATURES OF THE CLASS: This position is responsible for educating, supporting and counseling students identified as “at risk” because of personal or family related substance abuse problems. The work involves the responsibility of engaging in intervention techniques with students within a school district who are potential substance users or known substance users. An incumbent is responsible for coordinating prevention and intervention strategies in the school district as well as serving as a liaison between the school and other substance abuse and/or social service agencies. The work is performed under the supervision of the School District Superintendent and/or School Principal with considerable leeway allowed for the exercise of independent judgment in carrying out the details of the work. 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.

Educates, supports and counsels students identified as “at risk” of personal or family related substance abuse problems and meets with students and parents as appropriate;

Conducts alcoholism and substance abuse assessments and provides referrals and intake procedures, when necessary for supportive services;

Interviews students and/or families, discusses and evaluates their problems and develops and carries out plans to resolve problems;

Works collaboratively with school administrators, guidance counselors, school psychologists, school social workers, school nurses, teachers and other health services personnel regarding programs and participating services;

Follows up with students returning from in-patient rehabilitation, working with outside support agencies, signed releases, and follow-up rehabilitation, providing evening home visits as necessary;

Intervenes directly with students who are potential or known users of alcohol or drugs;

Coordinates and provides drug education programs and group intervention programs for students, including programs involved with grief management, bullying, anger management, gang-related activities, children of divorcing/separating or divorced/separated parents, and social skills development;

Establishes substance awareness topics for educational classroom presentations;

Attends and participates, when necessary, in student services meetings held by the school district;

Attends and participates in the district Health Advisory Council and monthly meetings with the school’s Guidance Department;

May advise staff members of the services provided within the Employees Assistance Program such as intervention and referral;

May intervene directly with staff members who are potential or known users of alcohol or drugs;

May follow up with staff who are returning from in-patient rehabilitation, working with outside agencies and follow up on rehabilitation by providing support during evening home visits.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of current drug and alcohol abuse prevention strategies and techniques used in counseling youths; good knowledge of current literature and resources concerning substance abuse; good knowledge of the problems of those dependent on addictive substances; working knowledge of the Federal and State laws and rules regulating drug and alcohol education programs for youth; ability to plan, develop, and coordinate a substance abuse prevention program; ability to establish rapport with both youths and staff; ability to maintain cooperative relations with community service agencies and schools; ability to communicate effectively both orally and in writing; ability to work on an on-call basis when the need arises; integrity; patience; good judgment; tact.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a New York State regionally accredited college or university with a Bachelor's degree which included or was supplemented by at least thirty (30) credit hours in social or behavioral sciences or closely related field and two (2) years of experience in substance abuse counseling and/or working with "at risk" youth in a mental health substance abuse program; **OR**
- B. Graduation from a New York State regionally accredited college or university with an Associate's degree which included or was supplemented by at least thirty (30) credit hours in social or behavioral sciences or closely related field and four (4) years of experience in substance abuse counseling and/or working with "at risk" youth in a mental health substance abuse program.

NOTE: Verifiable part-time or volunteer experience as described in 'A' and 'B' above may be prorated toward meeting the full-time experience requirements.

Special Requirement: Possession of a current registration as a Certified Alcoholism Counselor (CAC) and/or Credentialed Alcohol and Substance Abuse Counselor (CASAC) within six (6) months of appointment.

ULSTER COUNTY
6982 STD AST CO
Classification: Competitive
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Adopted: November 23, 2004
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