

ADDICTIONS COUNSELOR – JAIL

STANDARD NO(S)

NYSSA # 1,2,5-9,46

DATE:

April 27, 2016

REFER TO:

John P. Cleere

I. OBJECTIVE:

In order to promote sound administrative decisions relative to the organizational structure, the Seneca County Sheriff has established written job descriptions which outline the scope, responsibilities and duties of the position.

II. POLICY:

To establish a job description for Addictions Counselor in the Seneca County Correctional Facility.

III. DETAILS:

A. Typical Duties:

1. In general the Addictions Counselor performs addiction related intake screenings and evaluations of inmates. Inmates and/or agency representatives are interviewed to aid in the readjustment of the inmate within the community upon release. The Addictions Counselor also interviews and counsels relatives of patients and other interested individuals to aid in this readjustment.
2. The Addictions Counselor maintains records of interviews and all individual and group counseling sessions provided by the counselor to clients. This data may be compiled and prepared into a variety of reports as dictated by the Sheriff or his designee.
3. The Addictions Counselor gathers and dispenses specific information regarding drug and alcohol abuse and dependency and may speak before various groups interested in addiction treatment.
4. The Addictions Counselor performs research duties and keeps abreast of new developments, counseling programs and techniques.
5. The Addictions Counselor works with magistrates and the Courts to identify persons convicted of drug and alcohol addiction related crimes and assist in determining possible means of treatment and rehabilitation.

B. Minimum Qualifications:

1. Completion of all required course work leading to a Master's degree on psychology, social work or a very closely related field plus one year of counseling experience; or
2. Graduation from an accredited New York State registered or regionally accredited 4 year college or university with a Bachelor's degree in Social Science or Behavioral Science or related field and 2 years of experience in counseling; or
3. An equivalent combination of training and experience as described above.
4. Any candidate possessing a Credentialed Alcoholism and Substance Abuse Counselor—(CASAC), or a Trainee Certificate will be qualified.
5. Documented part-time or volunteer experience will be accepted on a prorated basis.
6. CASAC required within 12 months of appointment.