



**SARATOGA COUNTY  
DEPARTMENT OF HUMAN RESOURCES**

Scot Chamberlain, Director  
40 McMaster Street, Ballston Spa NY 12020  
[www.saratogacountyny.gov](http://www.saratogacountyny.gov)  
(518) 885-2225

*Thank you for your interest in employment with one of the fastest growing, most unique and popular counties in Upstate New York. We are proud to be frequently recognized for a high standard of living and quality of life.*

**CAREER OPPORTUNITY**

**“SUBSTANCE ABUSE COUNSELOR AND EDUCATOR”  
Saratoga County Department of Mental Health and Addiction Services**

**SALARY: \$60,387 \*Plus excellent benefits, compensation plan and NYS Retirement System Enrollment\***

This position involves responsibility for performing a wide variety of duties in a substance abuse counseling and education program with the primary emphasis on counseling both potential abusers of substance abuse and persons who are substance abusers. The work is performed under the general supervision of the Program Coordinator with wide leeway allowed for the use of independent judgment in individual cases. Supervision of others is not a responsibility of this position. Does related work as required.

**Typical Work Activities for this opportunity are...** (\*Illustrative Only)

- Assesses individuals to determine (a) the need for AOD services and (b) the appropriate level of care;
- Provides treatment services including, but not limited to, individual and group counseling, patient education and ancillary family counseling;
- Provides case management services for active caseload, including but not limited to, referral, collaboration and joint treatment planning;
- Attends staff meetings to review cases and evaluate program effectiveness;
- Provides on-call coverage and consultation services, as assigned;
- Documents all services and records of client interaction in a manner consistent with agency policy and practice;
- Develops an individualized treatment plan based upon a thorough assessment of the needs of the patient;
- Attends in-service training sessions and community presentations and workshops to maintain clinical competencies in the AOD field;
- Keeps abreast of new developments, programs and techniques in the substance abuse counseling field;
- Speaks before various groups interested in the Substance Abuse Program;
- Provides education for community stakeholders through individual outreach, attending community meetings and speaking at public events and meetings;
- Works with magistrates and courts to identify persons convicted of driving offenses while under the influence of drugs and to determine possible means of treatment.

*\*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

**Performance knowledges, skills and abilities are...**

Good knowledge of the principles, practices and terminology associated with counseling individuals, families and groups with substance abuse related problems; good knowledge of the factors contributing to substance abuse; good knowledge of public and private agencies which provide substance abuse services; willingness to speak publicly about addiction and available services; working knowledge of local and state laws, rules and regulations impacting upon the substance abuse program; working knowledge of mental health disorders as they relate to addiction; ability to provide substance abuse intake, counseling, information and referral services; ability to recognize and differentiate the symptoms of substance abuse and mental illness; ability to provide services in a group setting; ability to establish and maintain comfortable relationships with others; ability to prepare and maintain written records and reports; ability to meet the public and address groups effectively; ability to secure the cooperation of others; emotional maturity; sound professional judgment; physical condition commensurate with demands of the position.

***Minimum Qualifications:***

Possession of a Master's Degree in Counseling, Social Work, or related Human Services field, and licensure as a LCSW, LCSW-R, LMSW, LMHC, LMFT, LCAT, or credentialed as a CASAC Master Counselor.

**Note:** possession of a Limited Permit to practice as an LMSW or Limited Permit in the professions of mental health counseling, marriage and family therapy, creative arts therapy, or willingness to apply for and obtain Limited Permit in either, within two weeks of employment, may be replaced for licensure in the corresponding specification.

**Candidates may submit application & resume as follows:**

Personnel Officer – Civil Service Division  
Saratoga County Human Resources Department  
40 McMaster Street  
Ballston Spa, New York 12020

***Applications will continue to be accepted until the vacancy(s) has been filled***

Application is required and available in the Human Resources Office or on our website: [www.saratogacountyny.gov](http://www.saratogacountyny.gov) Resume **may not** be substituted for Application. No Fax Submissions.

***\*\* This position will be filled on a provisional basis pending the results of a Civil Service examination to be scheduled at a later date \*\****

*If you require reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct inquires to the Human Resources Office.*

*Saratoga County is an equal opportunity employer. We are committed to fostering an inclusive environment where diversity is valued and recognized as a source of strength and enrichment. We seek to attract talented people from a diverse range of backgrounds and cultures, and encourage women, people of color, LGBTQ individuals, those with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply.*