



*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”  
Saratoga County Sheriff**

**SALARY: \$53,681 *\*Plus excellent benefits, compensation plan and NYS Retirement System Enrollment\****

The work involves responsibility for providing counseling services for inmates who have alcohol and/or other drug related problems. The work includes maintaining an active caseload consistent with agency practice. Clinical work is performed under the supervision of a Qualified Health Professional and/or an addiction services program coordinator in accordance with the practice(s) established by the agency. Does related work as required.

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

- Assesses inmates to determine the need for alcohol and/or other drug services and the appropriate level of care;
- Develops an individualized treatment plan based upon a thorough assessment of the needs of the patient;
- Provides treatment services including, but not limited to, individual and group counseling, patient education;
- Provides case management services for active caseload, including but not limited to, referral, collaboration, and joint treatment planning;
- Attends staff meeting to review cases and evaluate program effectiveness;
- Provides on-call coverage and consultation services, as assigned;
- Documents all services provided in a manner consistent with agency policy and practice;
- Attends in-service training sessions, community presentations and workshops to maintain clinical competencies in the alcohol and/or drug field.

*\*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.*

***Required performance knowledge, skills, abilities, and personal characteristics:***

Good knowledge of the principles, practices and terminology associated with counseling inmates and groups with addiction issues; good knowledge of the factors contributing to addiction; good knowledge of public and private agencies which provide addiction services; working knowledge of local and state laws, rules, and regulations impacting upon the substance abuse program; working knowledge of psychopathology; 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 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:***

- A. Graduation from a regionally accredited or New York State university or college with a Master’s Degree in Counseling, Social Work, Psychology, or related field; OR
- B. Graduation from a regionally accredited or New York State university or college with a Bachelor’s Degree in Counseling, Social Work, Psychology, Sociology or a closely related field and two (2) years of full-time paid experience in addiction or mental health counseling; OR
- C. Graduation from a regionally accredited or New York State university or college with an Associate’s Degree in Counseling, Social Work, Psychology, Sociology, Human Services or a closely related field, and four (4) years of full-time paid experience in addiction or mental health counseling and possession of a Credentialed Alcoholism and Substance Abuse Counselor Trainee Certificate (CASAC-T); OR
- D. Graduation from high school or possession of GED and six (6) years of experience as a Credentialed Alcoholism and Substance Abuse Counselor (CASAC).

***Qualified candidates may submit their application and resume, by mail or in person as follows:***

**ATTN: 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 vacancy has been filled***

Applications are required for consideration and are 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.*