

Jurisdictional Class: Competitive  
EEO Category: Professional  
Adopted: 09/05/2019

## **SUBSTANCE ABUSE EVALUATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** An incumbent in this class performs substance abuse evaluations, crisis intervention, back-to-work substance abuse assessments, works to create treatment plans, and makes treatment referrals. Duties also include providing professional case management services by utilizing the knowledge of educational, mental health, medical, social and other program functions. The work is performed under the direct supervision of a higher level supervisor with leeway allowed for the exercise of independent judgment in planning and carrying out the details of the work in accordance with prescribed rules and procedures. Supervision over the work of other staff is not a function of this position. The incumbent performs related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Complete substance abuse assessments on applicants and recipients of Temporary Assistance and make referrals for further evaluation or treatment;  
Monitor compliance of the client and the treatment recommendations of the treatment providers for applicants or recipients of Temporary Assistance;  
Complete substance abuse evaluations on individuals involved with the Department of Social Services;  
Act as a consultant to the Employment Unit in determinations of employability;  
Make good cause determinations in regards to appeals of individuals failing to participate in a required treatment program;  
Act as the department liaison with community partners in decision making and or programmatic issues related to a client's substance abuse treatment.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Working knowledge of the basic principles, practices and techniques used in alcohol and substance abuse counseling and evaluation; Working knowledge of Federal, State and local rules, regulations and laws that govern applicant/recipient eligibility for social services financial assistance and employability requirements; Ability to prepare reports and correspondence; Ability to establish rapport; Excellent interpersonal skills; Good judgment; Initiative and resourcefulness.

**MINIMUM QUALIFICATION:** Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree **AND** possession of a Credentialed Alcohol and Substance Abuse Counselor (CASAC) certification from OASAS.

**SPECIAL REQUIREMENT:** Possession of a valid New York State driver's license at time of appointment. License must remain valid throughout appointment.