



# DEPARTMENT OF HUMAN RESOURCES

## EMPLOYMENT OPPORTUNITY NOTICE

---

### Saratoga County Mental Health and Addiction Services

**Job Title:** SUBSTANCE ABUSE COUNSELOR AND EDUCATOR (HELPS Program)

**Salary Range:** \$68,627 - \$78,347\* (\*Salary range provides earnings potential, which is based on years of service employed with Saratoga County in specified title)

**Work Location:** 135 S Broadway, Saratoga Springs, NY 12866

**Classification:** Non-Competitive (Exam requirements temporarily waived)

#### Job Description

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. This title differs from Substance Abuse Counselor based on the more complex clinical duties required. Work is performed under the general supervision of the Program Coordinator or a Staff Social Worker, 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.

#### 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.

\*(Degree must have been awarded by a college or university by a regional, national, or specialized agency recognized as an accrediting agency by the US Department of Education/US Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.)

#### Typical Work Activities (\*Illustrative)

- 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;



# DEPARTMENT OF HUMAN RESOURCES

## EMPLOYMENT OPPORTUNITY NOTICE

---

- 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;
- Performs other related duties as necessary.

*\*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 above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

### Additional Information

- Excellent benefits, NYS Retirement and Compensation Plan

### To Apply (via Link Provided)

- Qualified candidates may alternatively submit an application and resume, by mail or in person to the Personnel Officer – Civil Service Division, 40 McMaster Street, Ballston Spa, NY 12020
- Resume may not be substituted for application
- Fax submissions will not be accepted

**Applications will continue to be accepted through the date posted or until flyer is removed.**

**\*\* This title has been approved under the NYS Civil Service HELP Program – exam requirements have been temporarily waived through December of 2026 \*\***

*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 your inquiries 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.*