



DEPARTMENT OF HUMAN RESOURCES

EMPLOYMENT OPPORTUNITY NOTICE

Saratoga County Sheriff's Office

- Job Title:** SUBSTANCE ABUSE COUNSELOR (HELP's Program)
- Salary Range:** \$58,602 - \$80,487 (*Salary range provides earnings potential, which is based on years of service employed with Saratoga County in specified title)
- Work Location:** 6012 County Farm Road, Ballston Spa, NY 12020
- Classification:** Non-Competitive (Exam requirements temporarily waived)

Job Description

This 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.

Minimum Qualifications (at least)

- A. Possession of a Master's Degree in Counseling, Social Work, Psychology, or related field; **OR**
- B. Possession of a Bachelor's Degree in Counseling, Social Work, Psychology, Sociology or closely related field, and two (2) years of full-time experience in addiction or mental health counseling; **OR**
- C. Possession of an Associate's Degree in Counseling, Social Work, Human Services, Psychology, Sociology, or a closely related field, and four (4) years of full-time paid experience in addiction or mental health counseling; **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).

(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 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;



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- 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 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 dated posted or until the flyer is removed.

***** This title has been approved under the NYS Civil Service HELPs Program – exam requirements have been temporarily waived through June of 2028 *****

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.