



Our Future Starts  
With *you!*

**POSITION:** Certified Alcohol & Substance Abuse Counselor (HELPS)

**DEPARTMENT:** Albany County Department of Mental Health

**SALARY:** \$53,526

**LOCATION & HOURS:** 260 South Pearl Street, Albany, NY 12202, 8:30A-4:00P

**BENEFITS:**

- ▶ Paid Time-Off
- ▶ Tuition Reimbursement
- ▶ NYS Retirement
- ▶ Health, Dental, Vision and Hearing
- ▶ Employee Assistance Program

**DESCRIPTION:**

Albany County Department of Mental Health is seeking applications to fill a vacancy for a Certified Alcohol and Substance Abuse Counselor (CASAC) at its Integrated Clinic. The incumbent will provide assessments and referrals of clients/patients with social, emotional, and vocational difficulties related to their disability (alcoholism, substance abuse, mental illness, etc.). The work is primarily assessment, linkage, follow-up, and monitoring of clients/patients and their referral to the appropriate level of care and appropriate service providers. The position requires the credential of Certified Alcohol and Substance Abuse Counselor issued by the New York State Office of Alcoholism and Substance Abuse Services to a Qualified Health Professional approved by the New York State Office of Alcoholism and Substance Abuse Services. The incumbent in this class is expected to interact with the Albany County Department of Social Services, local treatment providers, Albany County Probation Department, New York State Department of Parole, and additional service providers necessary in coordinating the clients/patients' service plan. Does related work as required.

**MINIMUM QUALIFICATIONS:**

Graduation from an accredited college or university with at least an Associate's Degree and four (4) years of paid experience in a Human Services field. Experience claimed may not include experience gained as part of, or required under, participation as a patient in a formal alcoholism and/or substance abuse treatment/aftercare program and/or plan.

**SPECIAL REQUIREMENT:**

Possession of a current CASAC credential granted by the New York State Office of Alcoholism and Substance Abuses Services at time of appointment. Incumbent is required to maintain the appropriate certification during employment.

**Please submit your resume and letter of interest with this application.**

**POINT OF CONTACT FOR INQUIRIES:**

Cindy.hoffman@albanycountyny.gov

**Candidates will not have to take an exam for this title.** This is a Hiring Emergency Limited Placement (HELP) Program-designated title. The HELP Program is a temporary program designed to help local government employers address current staffing issues. Traditionally, the titles filled under the HELP Program required job candidates to compete in a competitive exam to be considered for employment. For the duration of the program, this title will be classified as non-competitive and categorized as a "HELP Program" position. At the close of the program, this position will revert to competitive class status. Employees occupying positions filled through the HELP Program will be granted competitive class status without the need to participate in a competitive exam.

