

# Personnel and Civil Service

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## NOTICE OF VACANCY

### CERTIFIED ALCOHOL AND DRUG COUNSELOR (HELP Program)

**Updated 01/02/2026.** The work involves responsibility for providing direct individual and group counseling to alcohol and drug abusers and their families. The incumbent formulates and implements individualized treatment plans designed to restore and enhance social functioning. The class requires the incumbent to perform independent analysis and develop alternate counseling strategies and diversion techniques. Work is performed under the direct supervision of a Supervising Certified Alcohol and Drug Counselor, professional Social Worker or Program Director. The incumbent is expected to actively participate in training activities that maintain credentialing as a Certified Alcohol and Substance Abuse Counselor (CASAC). The incumbent may oversee the activities of volunteers, interns and peer counselors. Does related work as required.

The title of Certified Alcohol and Drug Counselor is **Non-Competitive\***, requiring applicants to meet minimum qualifications established for the position. A criminal background check\*\* is required.

**Status:** Permanent, Probationary

**Work Hours:** Full time, days; 35-hour work week

**Salary:** \$53,239 (CSEA SG XI); benefit package available including: health, dental and vision insurance, paid leave time, NYS Retirement System, Deferred Compensation Plan

**Location:** Tioga County Department of Mental Hygiene

#### **MINIMUM QUALIFICATIONS: Either:**

- a) Possession of a current registration as a Certified Alcoholism and Substance Abuse Counselor (CASAC) from the New York State Office of Alcoholism & Substance Abuse Services (OASAS); **OR**
- b) Possession of a recognition certificate as a Credentialed Alcoholism and Substance Abuse Counselor Trainee (CASAC-T) **AND** has met all New York State OASAS requirements in order to sit for certification examination.

**Copies of all documents (registration or certificate) are required at time of application.**

Special Note: Within six (6) months from date of appointment, incumbent must obtain NYS OASAS credentialing as Certified Alcoholism and Substance Abuse Counselor.

**Apply Online:** <https://tiogacountyny.com/departments/personnel-civil-service/>

**Apply by:** Applications accepted until the position has been filled.

*Tioga County applications are available on our website. Resumes may be submitted but MUST accompany an application. Applicants MUST clearly describe education and/or work and volunteer experience to explain how they meet the minimum qualifications for the position. Omissions or vagueness will not be interpreted in an applicant's favor.*

*\*This is a Non-competitive appointment under the Hiring Emergency Limited Placement (HELP) Program. Upon approval of the title deletion, the title reverts to competitive class jurisdictional classification and the incumbents occupying that title gain a competitive appointment.*

*\*\*Criminal background checks will be conducted upon a conditional offer of employment. Depending upon the position sought, conviction of a felony, misdemeanor or other offense may bar appointment. At the discretion of the appointing authority, additional screenings may include but will not be limited to: fingerprinting, psychological, and or drug testing. If requested, a candidate will be required to authorize access to educational, employment, financial, or other records.*