ngsborough Community College The City University of New York

LETTER OF INTENT

for the

AS CIATE in SCIENCE DE GREE

in

CHEMI L DEPENDENCY COUNSELING

Department c 3ehavioral Sciences and I Iuman Services

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PROJECTED EXPENDITURES FOR THE PROPOSED A.S. in Chemical Dependency Counseling

	Expenditures	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015
	Faculty ¹					
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Additional E.T. feculty clus 38% friese mirus the cost of one or two fewer adjunct hours. 2.5% inflation added in each subsequent year.

Additional six adjunct hours @ \$1,250 per from added to cost of new full-time faculty in year 3 and each subsequent year.

Adjunct replacement costs for new faculty reassigned time for research.

PROJECTED REVENUE RELATED TO THE PROPOSED

A.S. in Chemical Dependency Counseling

	Revenu	es	2010-2	011	2011-2	012	2012-2	013	2013-2	014	2014-2	2015
	Tuition Revenue ¹ 01. From Existing Sources ² 02. From New Sources ³ 03. Total		\$59.60 \$59 ,60		\$39,50 \$57,80 \$97,30	<u>00</u>	\$63,4 \$54,2 \$117,6	<u>00</u>	\$72,600 \$48,800 \$121,400		\$102,240 \$57,800 \$160,040	
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¹ F-T tuition of \$1,540 per student per semester and P-T tuition of \$120 per credit per student per semester.

² Revenue generated by projected enrollment of continuing students

³ Revenue generated by projected enrollment of new students

⁴ \$2,675 per FTE

Appendix

N.Y.S. Job Description

Occ. Cod 8339020

ADD CTIONS COUNSELOR ASS ISTANT, GRADE 11

New York State Department of Civil Sprvice

Classification Standard

BRIEF DESCRIPTION OF CLASS

Addictions Counselor Assistants serve as a member of a multidisciplinary clinical reatment team providing a therapy program tailored to the individual needs of patients in an Addictions Treatment Center (ATC). Under the supen ision of professional clinicians, they so re as a secondary therapist for groups of patients in one or more of the component units of a reatment center; assist in the delivery of a comprehensive rehabilitation program through consultation with team members; and also in incividual and group counseling of patients, discharge planning, and community involvement. Because an ATC is typically a small facility, employing approximately 25 to 100 stars, Addictions Counselor Assistants are responsible for augmenting services provided by other treatment team members; for example, supervising a scheduled recreational outing in the absence of a Recreation Therapist and leading an established therapy group in the absence of an Addiction's Counselor.

Addictions Counselor Assistants are in the i on-competitive jurisdictional class and tire in the NYS Office of Alcoholism and Substance Abuse Services and in SUNY Buffalo.

DISTINGUISHING CHARACITERISTICS

ADDICTIONS COUNSELOR ASSISTANT: entry-level, non-credentialed, parapro essional; under direct supervision, perform duties related to the care and counseling of patients to assist them in recognizing and dealing with their addictions and its social, medical, economic and psychological aspects and consequences.

RELATED CLASSES

Addictions Counselors are professional men bers of a multidisciplinary clinical treatment team providing a therapy program tailored to the individual needs of addiction patients in an Addiction Treatment Center (ATC). They play a central role in the design and delivery of a comprehensive individualized treatment program through consultation with team members, individual and group counselling of patients, discharge planning, community involvement, and case management services.

ILLUSTRATIVE DUTIES

ADDICTIONS COUNSELOF ASSISTANT: under the supervision of an Addictions C punselor, using the treatment plan as a guide, serve as a multidisciplinary treatment and rehabilitation team member; provide individual and group counseling services; assist in conducting family

th grapy of prisis intervention therapy; attend team meetings; assist in developing, assessing, ar id modifying the individual treatment plan by providing information gathered through direct of servation and discussion with patients; discuss the implementation of future components; review the divritten summary of the treatment plan and prepare progress notes regarding its in plementation; discuss discharge and continuing care plans; screen prospetive patients, on a referred cowalk-in basis, for admission to the facility; recommend an appropriate modality of treatment refer persons recommended for admission to a physician for a medical examination; ac minister I freathalyzer test to determine blood alcohol level; prepare a written summary of the in take interview; teach or provide information about coping mechanisms for emergency sit uations and provide information regarding the availability of medical, addiptions and social services in the community; arrange referrals to appropriate community providers for the patient as directed rnake and escort patients to appointments, transmit health history, and discuss referrals with the patient; record conservations about patient actions, such as achievement of treatment objectives, injuries, or incidents, etc.; provide supplementary counseling on an in dividual of family basis to assist in planning a schedule of patient activities and encourage full participation; discuss with paticints the reasons for non-participation as a potential avenue of therapeutic insight; discuss with patients the formulation of long-range goals and the ways in which they may be achieved; assit in the evaluation of a patient⊡s suitability for a half-way house or other form of sheltered living; as directed, contact social agencies to arrange for various necessary supports in the community; encourage patients to contact supportive groups to arrange for sponsorship; may a sist in providing information to community groups about an A IC to introve the understanding of addictions and programs provided for addicts; provide information regarding the princip as and philosophy of Alcoholics Amonymous, Narcotics Arhonymous Al-Anon and Alateen, Women for Sobriety, etcvarious services available for postdischarge continuing care.; assist therapy specialists with programs and conduct specialized th erapy programs (recreational, vo ational, social) in the temporary absence of a therapist or a th erapy assistant; transport patients as needed; while patients are sleeping and no night time programs are in progress, ensure their safety by periodically inspecting the area and re sponding rapidly to any unusulal or potentially dangerous situations; and may review patients records for completenes and accuracy in accordance with standards set by semior cli nical staff

NATURE OF SUPERVISION

Addictions Counselor Assistant is non-supervisory class. However, more senior incumbents may provide instruction or guidance to new incumbents, particularly in relation to the routines, procedures and policies of the treatment center.

The assignments of incumbents in this class may vary considerably according to the predominar level of social stability among patients. Therefore, the supervision exercised over them also varies considerably. It most inpatient settings they would function under the direction of an Addictions Counse or. However, there may be instances where an incumbent would report directly to other professional clinical staff members based upon a specialized as signment for project, e.g., pre-screening and admissions, preparation for survey, and special training. At dictions Counselor Assistants assigned to a night shift, weekend or other monprogram periods may function under indirect supervision on an on-call basis.

M NIMUN (QUALIFICATIONS

Arh Associace □s Degree with a specialization in Alcoholism, Substance At use or Chemical

Dependency;

or

one (1) year of full-time employment in a field requiring the application of communication skills and one (1) year of experience in a direct treatment capacity working in an addictions treatment setting.

Substitutions:

- 1. 30 college credits in a human services field may be substituted for the one year of communication experience.
- 2. 10 college credits* in specific alchholism, substance abuse or chemical dependency courses may substitute for the or, e year of specialized experience.
- 5. 150 clock hours of relevant addictions instruction** (as defined by NYS OASAS) for CASAC credential eligibility may substitute for the one year of specialized experience.
- *Must submit college transcript and course description.

NCITE: Classification Standards illustrate the nature, extent and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Stanfing Services for current information on minimum qualification requirements for appointment or examination.

Date: 11/01

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