

OCCUPATIONAL ALCOHOLISM SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, serves as a coordinator of special rehabilitative alcoholism programs sponsored by employers. A great deal of emphasis is placed on promoting the need for such programs with high-level business executives and officials. Responsibility also includes serving as publicist, teacher/trainer, program developer and consultant. This is not a therapist/counselor level position, but rather that of a program planner and promoter. Supervision is not a responsibility of this position, although consultative relationships exist between this position and individual program administrators in participating private agencies. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Develops and implements occupational alcoholism programs;

Serves as consultant to local industry and labor unions in the development of policy and rehabilitative programs on alcoholism;

Provides follow-up and liaison with all programs developed;

Develops seminars on the subject of alcoholism for Supervisory Staff in industry and labor unions;

Serves as liaison between industry, labor and community resources such as the Westchester Council on Alcoholism;

Prepares reports as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the field of alcoholism; good knowledge of community resources; ability to speak and write effectively; ability to work with lay and professional groups; ability to deal effectively with all levels of personnel in industry and labor; initiative; articulateness; tact; resourcefulness; good health.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from a standard high school course and either (a) a Bachelor's Degree* in Psychology, Sociology, Public Health, Business Administration, Personnel Administration, or Public Administration and two years of experience in the field of alcoholism which must have involved some work with rehabilitative program planning for employees or patients; or (b) six years experience in the field of alcoholism, two of which must have involved work on rehabilitative program planning for employees or patients; or (c) a satisfactory equivalent combination of the foregoing training and experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

West. Co.
J. C.: Competitive
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Job Class Code: C1318
Job Group: XII