



NYC Job Posting ID #554777

*POSITION AVAILABLE*

**Peer/Credentialed Alcohol and Substance Abuse Counselor (CASAC)**

**RICHMOND COUNTY DISTRICT ATTORNEY**

The men and women of the Richmond County District Attorney's office work each day in partnership with Law Enforcement and the people of Staten Island to pursue justice for victims of crime, to prevent crime in all its forms, and to promote the safety and well-being of all citizens of our Borough.

**THE ROLE**

The Richmond County District Attorney (RCDA) is seeking an experienced individual for the position of Peer/Credentialed Alcohol and Substance Abuse Counselor (CASAC). Under the supervision of the Alternatives to Incarceration Unit, the candidate must be an individual who is comfortable utilizing their story of personal recovery & lived experience in providing support to individuals struggling with substance use disorder and mental health conditions both in ATI Programs and in the community. Responsibilities include, but are not limited to the following:

- Support individuals struggling with substance use disorder and mental health conditions (further referred to as "clients") make informed and independent choices about their options for care.
- Engage with clients that are considering, participating in, or opposed to entering treatment and educating and supporting them through their decision making process.
- Daily outreach in the court house to help explain the details of the Alternatives to Incarceration Programs to defense attorneys and clients. Coordination with RCDA ADA's to ensure clients are aware of program options and answer questions as needed.
- Reaching out to clients who have suffered a non-fatal overdose or who are at higher risk to suffer an overdose or suffer from substance use disorder. Reaching out to family members of individuals who have suffered a fatal overdose or a substance use disorder and assisting them in accessing services to meet their needs.
- Helping clients navigate the court system, understanding their responsibilities, creating systems for managing appointments, and assisting with compliance.
- Participating in other duties as the Alternatives to Incarceration Unit continues to expand.
- Other Administrative Duties as related to program duties and documentation.

**MINIMUM REQUIREMENTS**

1. High school graduation or equivalent and three years of experience in community work or community centered activities in an area related to duties described above; or
2. Education and/or experience which is equivalent to "1" above.

## **PREFERRED SKILLS**

- Excellent client facing skills needed and the ability to stay calm when assisting clients who are struggling.
- CASAC – Credentialed Alcohol and Substance Abuse Counselor certificate or CRPA – Certified Recovery Peer Advocate certificate preferred.
- Ability to quickly develop positive rapport and trust with clients.
- Excellent communication skills needed to deal with a variety of governmental, social service, and legal agencies.
- Familiarity with the criminal justice system and law enforcement preferred.
- Familiarity with Microsoft Word and Excel

CIVIL SERVICE TITLE: **Community Associate**

SALARY RANGE: **\$50,000 - \$55,000** Commensurate with experience; full NYC benefits package

APPLICATION DEADLINE: Until filled.

## **TO APPLY: ALL APPLICATIONS MUST BE SUBMITTED THROUGH THE NYC JOBS WEBSITE**

City Employees – Click [here](#) and log in to ESS.

Non-City Employees – Go to <https://a127-jobs.nyc.gov/>

- Search for job ID number: **554777**
- Click on the job business title: **Peer/Credentialed Alcohol and Substance Abuse Counselor (CASAC)**
- Click on “Apply Now” at the bottom of the posting

Please be advised only candidates under consideration will be contacted.

The candidate selected for this position must be a resident of the City of New York or become a resident within 90 days of appointment.

Authorization to work in the United States is required for this position.

Sponsorship is not available for this position.

As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the hiring agency.

Nothing can provide a higher level of protection against COVID-19 or do more to speed the City’s recovery than vaccination, which is safe and lifesaving. Convenient and community-based vaccination sites can be found via [nyc.gov/vaccinefinder](https://nyc.gov/vaccinefinder) or by calling 877-VAX-4-NYC.

THE RICHMOND COUNTY DISTRICT ATTORNEY IS AN EQUAL OPPORTUNITY EMPLOYER AND A COPY OF THE EQUAL OPPORTUNITY PROGRAMS IS AVAILABLE IN THE HUMAN CAPITAL DIVISION. THE DEPARTMENT MAKES AVAILABLE ACCOMMODATIONS FOR DISABLED APPLICANTS