

Maryland Department of Public Safety & Correctional Services  
**Human Resources Services Division**

*Martin O'Malley*  
Governor



*Gary D. Maynard*  
Secretary

*Anthony G. Brown*  
Lt. Governor

*Kathleen Blucher*  
Acting Exec Director

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***Recruitment & Examination Announcement***

OPEN & CONTINUOUS RECRUITMENT  
FOR  
DEPARTMENT OF PUBLIC SAFETY & CORRECTIONAL

This is an agency specific recruitment for the Department of Public Safety and Correctional Services. The resulting eligible list will be used to fill positions in DPSCS Correctional facilities throughout the State of Maryland. Applicants certified to this list will remain eligible for these positions for 12 months.

**Recruitment For :** ALCOHOL & DRUG ASSOCIATE COUNSELOR, PROVISIONAL  
**09-1562-902** (Please list the position title & announcement # on your MS100)

**Salary:** **\$31,610 - \$49,299 Grade 12**  
(Temporary Salary Reduction Plan effective per Executive Order 01.01.2009.11,  
September 23, 2009 through June 29, 2010)

**Closing Date:** **Open & Continuous**

**Position Duties:** An Alcohol and Drug Counselor Provisional is the entry level of work, at the non-certified Bachelors Degree level, counseling clients with substance use disorders by using intervention, treatment and rehabilitation. Employees in this classification do not supervise. Employees in this classification receive close supervision from an Alcohol and Drug Professional Counselor Supervisor or other supervisor approved by the Board of Professional Counselors and Therapists. Employees in this classification may be required to work evenings and on weekends. The work is performed in addictions programs located in State institutions and facilities, such as inpatient and outpatient facilities, jails, detention centers, prisons, halfway house facilities and community – based programs.

**Location of this positions:** Baltimore, Jessup, Hagerstown, Eastern, and Western Maryland regions.

**Minimum Qualifications:**

**Education** - Possession of a bachelor's degree in health or human services counseling field from an accredited educational institution approved by the Board of Professional Counselors and Therapists or completion of a program of studies judged by the Board to be substantially equivalent in subject matter and training.

**Experience** - None.

**Licenses, Registration And Certificates:**

- In accordance with Health Occupations Title 17 and Code of Maryland Regulations 10.58.07, candidates must apply for and receive a letter of authorization to practice as a trainee from the Board of Professional Counselors and Therapists **within 90 days of their date of hire.**
- Candidates appointed to positions in this classification may be assigned duties which require the operation of a motor vehicle. Employees assigned such duties will be required to possess a motor vehicle operator's license valid in the State of Maryland.
- Employees must successfully obtain certification or licensure from the Board of Professional Counselors and Therapists as a Certified Associate Counselor-Alcohol and Drug within one year of meeting the experience requirements for Certified Associate Counselor-Alcohol and Drug.

**Special Requirements:**

Employees in this classification are subject to substance abuse testing in accordance with Code of Maryland Regulations 17.04.09, Testing for Illegal Use of Drugs.

**Selection Process:**

The examination may consist of a rating of your education, training, and experience related to the requirements of the job. If you do not receive a request for supplemental information, the rating may be based on your application. It is important that you provide complete and accurate information on your application. Successful candidates will be placed on the employment eligibility list categorized as BEST QUALIFIED, BETTER QUALIFIED, or QUALIFIED. The list will be valid for at least one year and may be extended. The list will be used by the hiring agency to select employees.

**Mail State Application (MS100 Form) to:  
MD Department of Public Safety & Correctional Services  
Recruitment & Examination Unit  
6776 Reisterstown Road  
Suite 309  
Baltimore, MD 21215-2342**

Application forms (MS-100) may be obtained from the personnel office at any Department of Public Safety & Correctional Services facility, by calling (410) 585-3060, or may be downloaded from [www.dbm.maryland.gov](http://www.dbm.maryland.gov).

**Equal Opportunity/ADA Employer**

Post Date: 1/8/2009

Post Date: revised 10/5/2009

Project #: 09-1562-902