



## JOB DESCRIPTION

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**JOB TITLE:** Certified Drug and Alcohol Counselor

**JOB CODE:** 3250

**DEPARTMENT:** China Spring Youth Camp/Aurora Pines Girls Facility

**REPORTS TO:** Youth Facility Manager

**FLSA STATUS:** Non-Exempt

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### SUMMARY OF JOB PURPOSE

Counsels and aids individuals and families requiring assistance dealing with substance abuse problems, such as alcohol or drug abuse, in a non-secure youth residential treatment facility/camp.

### ESSENTIAL FUNCTIONS

1. Conducts assessments of youth, using the American Society of Addiction Medicine Patient Placement Criteria II (ASAM PPCII), who are potential referrals into the treatment program; administers additional assessment tools (i.e. the NHIPPS).
2. Coordinates all intakes, including scheduling, completing intake paperwork, and setting up start dates for treatment admission.
3. Conducts both individual and group counseling sessions; schedules regular sessions with individual youths, parents, probation officers, medical providers, and other camp staff or residents; discusses cause and effect of various behaviors; engages participants in an open dialogue concerning personal and family values, attitudes, and lifestyle; evaluates the circumstances that influenced the delinquent behavior and counsels accordingly.
4. Establishes and maintains all legally required documentation pertaining case management and treatment planning; creates a complete record of the activities and behavior of the youth and maintains the records in a confidential file; routinely reviews the records to determine progress and compliance with court ordered expectations, goals, and objectives of treatment plan; determines when modifications to the treatment plan are required, discusses changes with superiors and follows approved action; reports client information in the Nevada Health Information Provider Performance System (NHIPPS), as required by the Substance Abuse Prevention and Treatment Agency (SAPTA).
5. Organizes and summarizes information, and provides to the psychologist; schedules meetings for resident and/or family members with the psychologist; attends and participates in family/resident meetings with psychologist; follows up on recommended intervention; facilitates weekly meetings between parents and resident; keeps parents apprised of progress, strategies for improvement, and parental participation in the program.
6. Provides training on substance abuse and related issues to other staff responsible for client supervision; participates in quality management activities and outcome studies; participates in staff meetings, consultations, in-services, and clinical meetings.
7. Acts as advocate for clients regarding criminal justice issues, physical and mental health, and general well-being; provides crisis intervention as needed; Refers clients when additional or different treatment services are appropriate; follows-up with referents to assure that the referral was appropriate and the client received needed services.

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This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



## JOB DESCRIPTION

### Substance Abuse Counselor/Intern

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#### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **EDUCATION and/or EXPERIENCE**

Bachelor's Degree in Psychology, Counseling, Criminal Justice, Addiction Studies or other closely related field; two (2) years experience in substance abuse counseling, and experience with adolescents and their families preferred. Current certification or licensure with the State of Nevada Substance Abuse Prevention Treatment Agency as Certified Drug and Alcohol Counselor or Licensed Drug and Alcohol Counselor.

#### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations; write reports, business correspondence, and procedure manuals; effectively present information and respond to questions from groups of managers, juveniles, and the general public.

#### **MATHEMATICAL SKILLS**

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

#### **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

#### **OTHER KNOWLEDGE, SKILLS, & ABILITIES**

Knowledge of available youth and community resources; Nevada laws pertaining to rights of minors; problems of low-income and delinquent youths; cognitive behavioral therapy and/or rational emotive behavior therapy techniques; group and individual counseling techniques. Knowledge of modern office management principles and practices, including the ability to use personal computers as well as a variety of software packages in the production of documents and in retrieving data. Ability to respond to, and make decisions, under stress of emergency and confrontation; remember and make a written record of observations and actions taken; communicate effectively with individuals in a variety of different emotional states, from a variety of backgrounds, and with different educational backgrounds and mental capacities; ability to maintain confidential records and reports; analyze, interpret, and report research findings.

#### **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid Driver's License with an acceptable driving record; CPR, First Aid, AED, and Blood Borne Pathogens certifications required within first three (3) months of employment; Board of Examiners Certified Alcohol and Drug Counselor Intern; JIREH Safe Physical Management Certification and training required within the first six (6) months of employment; must keep all certifications and licenses current throughout duration of employment.

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#### PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee occasionally is required to climb, balance and stoop, kneel, crouch, or crawl and must frequently lift and/or carry up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

#### WORKING ENVIRONMENT

Work is performed in remote, non-secure juvenile residential facility/camp; work involves intense concentration on activities going on around one's location on a constant basis throughout the entire work shift. Work may involve personal danger and exposure to hazardous situations; requires physical ability to subdue argumentative individuals. Must maintain a level of physical fitness to meet Department standards; must be able to work during weekdays, weekends, and holidays on any assigned shift; while performing the duties of this job, the employee is occasionally exposed to outside weather conditions.

**I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.**

**PRINT NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

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