



## NEVADA URBAN INDIANS, INC. JOB DESCRIPTION

**Title:** Substance Abuse Counselor  
**Department:** Administration  
**Exemption:** Non-Exempt  
**Supervisor:** CEO

### **DESCRIPTION:**

Under the direction of the Chief Executive Officer and Medical Office Administrator, the Substance Abuse Counselor will perform assessments, case management, prevention and education on substance abuse and relapse prevention counseling. They will perform related administrative duties and recordkeeping in accordance with the standards and requirements of Indian Health Services and guidelines under the State of Nevada.

### **MINIMUM QUALIFICATIONS:**

Master's Degree from accredited college or university in a field of social sciences, counseling, psychology, marriage and family therapy or a closely related academic field, must have their Licensed Alcohol Drug Counselor (LADC) approved by the Nevada Board of Examiners for Alcohol, Drug and Gambling Counselors or any equivalent combination of education and experience that provides the required knowledge, skills and abilities. Must have a current CPR card or be able to obtain one.

**JOB DUTIES & RESPONSIBILITIES:** duties and responsibilities may include, but are not limited to, the following:

- Performs client screening to determine appropriateness of substance abuse.
- Conducts initial intake and comprehensive assessment of client counseling needs; provides program orientation services.
- Reviews personal history and/or court documents, conducting personal interview to gather pertinent information for use in identifying applicable ASAM and DSM standards. Diagnose and/or classify the client.
- Maintain complete, accurate and legible client records and other related documents according to established protocol and legal requirements.
- Maintain strict confidentiality.
- Conduct individual and group counseling sessions for all ages in office or designated location and document such sessions.
- Facilitates referrals to appropriate client services.
- Prepare documentation/reports to appraise the court, treatment providers and other professionals on client's progress. Maintain client statistics.
- Assist with coordination and planning of organized events.
- Participate in trainings to maintain professional credentials and trainings required/provided by NUI.
- Other duties as assigned

### **SPECIAL NOTE:**

Nevada Urban Indians, Inc. is an equal opportunity employer and encourages all qualified applicants to contact the agency about employment opportunities. Indian hiring preference may apply to some positions dependent upon funding agency (i.e. Bureau of Indian Affairs, Title V, and Indian Health Service funded positions). NUI requires all employees to demonstrate proof of receiving a COVID-19 vaccination as a condition of their employment.