



NEVADA URBAN INDIANS, INC **JOB ANNOUNCEMENT**

POSITION TITLE: Substance Abuse Counselor

STATUS: Full Time (32 - 40 hours per week) – Non-Exempt. Health insurance benefits at no cost will be available for employee who works 30 hours+/week

LOCATION: Reno

POSTING PERIOD: Until Filled

HOW TO APPLY: Submit a completed employment application, resume, cover letter, copy of licensed counselor, and copy of diploma to the address, fax, or email below. **Applicants who do not fill out the application and/or missing the required documents, will not be considered.** Job application is available on our website

POSITION: Under the general supervision of the Medical Operations Manager, responsible for delivery of substance abuse/relapse prevention counseling and comprehensive case management service to urban Native Americans and Alaskan Natives as well as the general public in Washoe County and Carson City. Duties include, but are not limited to: assessment, case management, education, treatment of clients, and performing related administrative duties and recordkeeping in accordance with the standards and requirements of the Nevada Board of Examiners for Alcohol, Drug and Gambling Counselors.

MINIMUM QUALIFICATIONS: Experience & Training Guidelines: Applicants must be at least 21 years of age and a citizen of the United States or is lawfully entitled to remain and work in the United States; and possess a Bachelor's or a Master's degree from an accredited college or university in a field of social science and LADC, as approved by the Nevada Board of Examiners for Alcohol, Drug and Gambling Counselors, and completion 4000 hours of supervised counseling of alcohol and drug abusers. Certified Prevention Specialist preferred.

License: A current, valid credential as a Certified or Licensed Counselor issued by the Nevada Board of Examiners for Alcohol, Drug and Gambling Counselors. Must possess a valid Nevada Driver's License, provide proof of a current good driving record; and be capable of being insured to operate a motor vehicle. Maintain/adhere to ethics & confidentiality standards according to license standards.

CONDITIONS OF EMPLOYMENT: Must submit to a pre-employment drug screening including illicit drugs and Tuberculosis, and criminal background check, within 24 hours after the offer accepted, prior to the start of employment. Employment with NUI is contingent upon satisfactory results of pre-employment background check which may include but are not limited to criminal background check, drug screening, child abuse and neglect screening, employment reference checks for current and former employers, academic credentials check, and licensure before the first date of hire or soon after. Must have a current CPR card or be able to obtain one. Must provide a copy of driver license and proof of auto insurance.

ESSENTIAL FUNCTIONS: duties and responsibilities may include, but not limited to, the following:

- Performs client screening to determine appropriateness for service.
- 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; determine classification, level of care, treatment needs and continuity of care as required.
- Performs substance abuse assessment, using personal history in the diagnosis and treatment planning process; performs chemical dependency evaluations.
- Develop an individualized treatment plan with appropriate therapeutic activities with assistance from client in development of such plan.
- Conduct individual and group counseling sessions for all ages in office or designated location and document such sessions.
- Facilitates referrals to appropriate client services. Develop and Implement discharge and after-care plans, act as client advocate.
- Maintain complete, accurate and legible client records and other related documents according to established protocol and legal requirements; maintain strict confidentiality.
- Prepare documentation/reports to appraise the court, treatment providers and other professionals on client's progress. Maintain client statistics. Prepare/submit monthly program reports and/or quarterly letters to funding authority, Medical Operations Manager, Executive Director, and NUI Board of Directors.
- Grants management, including but not limited to: grants research, grant compliance, adherence to grants budget, developing grant reports to funding agency, Medical Operations Manager, Program Evaluator, Executive Director and Board of Directors.
- Participate in community outreach activities and/or marketing the NUI program to provide information on our services to collaborative agencies and/or improve out delivery of client services. Assist with coordination and planning of organized events.
- Participate in trainings to maintain professional credentials and trainings required/provided by NUI.
- Other duties as required or assigned.

SPECIAL NOTE: NUI 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. (*Title 25, U.S.C. 472 & 473 & Title VII, Section 703 (i) of the Civil Rights Act of 1964*)

Please Note: NUI reserves the right to change or modify job duties and assignments at any time. The above job descriptions is not all encompassing. Position functions and qualifications may vary depending on business necessity.

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