



NEVADA URBAN INDIANS, INC
JOB ANNOUNCEMENT

POSITION TITLE: Substance Abuse Counselor
STATUS: Part-time (24 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 credentials, 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 Office Administrator, is responsible for the delivery of substance abuse and/or relapse prevention counseling and comprehensive case management services 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. Must possess a Bachelor's or 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 of 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 with a clean driving record; and be capable of being insured to operate a motor vehicle. Maintain and adhere to ethics and confidentiality standards according to Nevada licensing standards.

CONDITIONS OF EMPLOYMENT: Must submit to a pre-employment drug screen which includes illicit drugs and Tuberculosis, and a criminal background check, within 24 hours of offer acceptance, before the start of employment. Employment with NUI is contingent upon satisfactory results of a pre-employment background check, which may include but are not limited to: criminal background check, drug screen, child abuse and neglect screen, 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 valid copy of driver license with 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, and provides program orientation services.

- Reviews personal history and/or court documents, conducts personal interviews 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 assessments, using personal history in the diagnosis and treatment planning process, and performs chemical dependency evaluations.
- Develops an individualized treatment plan with appropriate therapeutic activities with assistance from client in the development of such plans.
- Conducts individual and group counseling sessions for all ages in office or designated location and documents such sessions.
- Facilitates referrals to appropriate client services. Develops and implements discharge and after-care plans, acts as client advocate.
- Maintains complete, accurate and legible client records and other related documents according to established protocols and legal requirements; while maintaining strict confidentiality.
- Prepares documentation and/or reports to appraise the court, treatment providers and other professionals on client's progress. Maintains client statistics. Prepares and/or submits monthly program reports and/or quarterly letters to funding authority, Medical Office Administrator, 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 Office Administrator, Program Evaluator, Executive Director and Board of Directors.
- Participates in community outreach activities and/or marketing the NUI program to provide information on our services to collaborative agencies and/or improve our delivery of client services. Assists with coordination and planning of organized events.
- Participates 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.

Nevada Urban Indians, Inc.
6512 S. McCarran Blvd., Suite A, NV 89509
Fax: (775) 788-7611
Email: rvazquez@nvui.org
www.nevadaurbanindians.org