

Reno-Sparks Indian Colony Position Description

Title: Substance Abuse Counselor

Department: Health and Human Services

Class: Professional

FLSA: Exempt

Status: Regular Full-time

Pay Grade: P15 \$12.269 - \$17.176

Supervisor: Substance Abuse Program Supervisor

Subordinates: None

Cost Center Name: Health and Human Services

Cost Center Code:

Position Summary:

Under the supervision of the Substance Abuse Program Supervisor, the incumbent shall develop and conduct comprehensive substance abuse treatment programs appropriate for designated individuals and groups; provides counseling and follow-up services.

Duties and Responsibilities:

- 1. Provide client assessment of substance abuse problems including obtaining substance and mental health histories and use of appropriate screening and testing instruments.
- 2. Provide direct counseling and referral services for clients, recording progress notes, referrals and other written documentation of activities. Provides supportive counseling services for clients who are in need of such services.
- 3. Work with individuals, families, and small groups to provide training to develop and improve coping skills and strategies for minimizing or eliminating substance abuse problems.
- 4. Provide referrals for individuals and families to other Family Support Service or Health Center programs, such as Social Services, Medical Services, and Vocational Services as needed; and work in conjunction with Social Service and Mental Health case plans as appropriate.
- 5. Provide alcohol/drug abuse related in-service education to the Health Center, Tribal Court and other Tribal personnel. Conduct 12 step programs, i.e., AA, Alateen, ACOA, Alanon, etc.
- 6. Develop protocols of care for screening aftercare and follow-up care services, consistent with I.H.S. BADA and Clinic guidelines.
- 7. Assist clients seeking residential Substance Abuse Treatment, completion of court orders and referrals, court evaluations and other outside agency reports.
- 8. Responsible for program reports, monthly reports and other activity reports to Program Manager.
- 9. Perform other duties as assigned.

Minimum Qualifications:

- A. Bachelors Degree from an accredited college or university in counseling, psychology, or a related field, plus at least two years of experience in substance abuse counseling or a combination of formal college course work and experience totaling five years.
- B. Applicants must be Nevada State certified (BADA) or be able to qualify for at least a provisional state certification as an Alcohol or Substance Abuse Counselor and become certified within one year or employment.
- C. Be able to develop and maintain a good working relationship with clients and staff and be able to meet and deal with community pressures for the position. Must maintain strict confidentiality.
- D. Knowledge of racial, ethnic, cultural values and attitudes for the service population.
- E. Must have a valid Nevada driver's license.
- F. Must have a proven record of sobriety prior to and during employment as SAB Counselor.
- G. Must be able to pass a background test pursuant to Public Law 1cl-630 se.408(b). Must be willing to work evenings and weekends as required.
- H. Preference to qualified Indians will be given.