



Las Vegas Indian Center

POSITION DESCRIPTION: Certified Alcohol & Drug Counselor (Intern)
DEPARTMENT: Adult Outpatient Substance Abuse Treatment
IMMEDIATE SUPERVISOR: Clinical Manager

JOB DESCRIPTION:

- Maintain a client case load which will be assigned by Clinical Manager and based on experience and qualifications of intern.
- Maintain a client file on each client with timely clinical progress and group notes as mandated by SAPTA using NHIPPS program.
- Perform Substance abuse treatment assessment with clients.
- Facilitate substance abuse counseling and educational groups.
- Perform individual counseling with clients.
- Evaluate and present clients cases with clinical staff.
- Prepare an aftercare treatment plan for each client.
- Attend all clinical and LVIC staff meetings and participate in the implementation of program and agency policy.
- Perform other program related duties as assigned.
- Participate in training and supervision as required.
- Maintain confidentiality of agency, staff, client, and participant services and records, including any information transmitted via fax, e-mail and/or reports generated on computers.
- Perform all other duties/tasks as assigned.

MINIMUM QUALIFICATIONS:

- Must meet Nevada Substance Abuse and Prevention Treatment Agency Intern requirements to include a Bachelor's Degree from an accredited college or University in a human, social service or behavioral field.
- Experience in establishing and maintaining a close liaison with state, community, non-profit and private social service agencies.

HOW TO APPLY:

Submit resume and cover letter:

Norma Faries: nfaries@lvcoxmail.com

This is a full time position. Resumes will be accepted September 19, 2014 until position is filled. Salary is dependent on education & experience. The Las Vegas Indian Center is an equal opportunity employer.

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September 2014