

## AVMH Job Description

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### **Position: Certified Drug & Alcohol Counselor- Intern**

Under supervision, of the agency's Clinical Director, provide integrated mental, emotional, and substance abuse healthcare to individuals with qualifying Substance Use Disorders.

#### **REPORTS TO:**

Agency Clinical Director, Agency LADC Supervisor

#### **Education, Training, and Experience Minimum Qualifications:**

Possession or in process of obtaining of a bachelor's degree in an approved human-related field. Possession of an active State of NV Board Certified Drug & Alcohol Drug Counselor-intern (CADC-I).

#### **EXAMPLES OF DUTIES: (Under Supervision)**

- Performs intake assessments/ ASAM of individuals with alcohol and drug issues and provide recommendations to mental health professionals if necessary.
- Formulates treatment plans that are SMART goals for alcohol and substance abuse treatment models in collaboration with individuals served.
- Coordinates care with other providers including, case managers, primary care providers, probation and the courts.
- Completes reports that inform the Court and Probation of progress and treatment challenges.
- Maintains awareness of alcohol and drug counseling methodologies.
- Makes referrals to appropriate professionals or outside agencies.
- Participates in the assessment of client needs and consults with others in developing therapeutic goals and objectives.
- Provide drug & alcohol therapy groups to clients.
- Understands state and Federal laws regarding privacy, confidentiality, and security along with mandated reporting.
- Documents client contacts within 24 hours of service provided.
- Adheres to all Alta Vista policies and procedures.
- Assists with various program developments as assigned by the program director.

#### **Ability to:**

- Perform a variety of substance abuse /behavioral health therapeutic services, client assessments, and client counseling.
- Analyze case information and reach sound diagnostic and treatment decisions.
- Perform skilled counseling.
- Maintain composure and awareness during crisis interventions.
- Develop and maintain the confidence and cooperation of individuals with mental health and substance abuse/dependency and their families.
- Prepare clear, relevant and accurate reports.

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- Interpret and apply complex mental health and alcohol and drug program rules, regulations, and policies.
- Consistently document all assessments, treatment plans, and service interventions in a manner that complies with all audit and regulatory requirements.
- Establish and maintain effective working relationships with staff, other agencies, and the public.

### **Special Requirements:**

- Must possess a valid driver's license at the time of application and a valid Nevada Driver's License by the time of appointment. Valid Nevada Driver's License must be maintained throughout employment.
- Must possess a valid CPR card throughout employment.
- Must possess a valid TB test if requested.

Job Types: Internship, Contract

CONTACT: ALTA VISTA MENTAL HEALTH, LLC

HUMAN RESOURCES DEPARTMENT

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