
Job Description

Busy non profit seeking a motivated fulltime employee. Competitive wages offered with full benefits after probation period. Must be willing to work evenings and a 4/ 10s schedule. For more information and interview send resume.

CCC is an established business that has been operating in Carson City for over 35 years. We treat both substance abuse and mental health disorders.

Job Type: Full-time

Qualifications:

- Must be have state on Nevada CADC or LADC
- Must have two years' experience, or education equivalent, in substance abuse treatment field.
- Must be experienced in both individual and group counseling.
- Must have working knowledge of community support groups such as AA/NA.
- Knowledge of criminal justice system as it applies to clients on parole/probation preferred.
- Possess efficient communication skills and the ability to work as a team member

Responsibilities:

- Interview clients and assess their treatment needs;
- Perform intake process in accordance to policies and procedures;
- Develop and implement, with client, an individualized treatment plan, reviewing and updating as appropriate;
- Meet with each client on caseload for individual counseling sessions as appropriate;
- Facilitate group counseling sessions;
- Document each client's progress in treatment file at least monthly;
- Document other "events or issues" as needed and according to regulatory requirement;
- Generally, all required documentation should be entered into Electronic Health Record within 48 (business) hours of the event requiring said documentation; including progress notes.
- Maintain communication with Department of Parole and Probation, judges and all other pertinent referral and regulatory sources when applicable;
- Work within scope of practice of qualifications/certification/licensure making appropriate referrals when necessary;
- Attend staff meeting and patient staffing as required/scheduled; and
- Develop and implement, with client, an appropriate aftercare plan prior to discharge.

Experience:

- relevant: 2 years (Required)

Benefits:

- Health insurance
- Dental insurance
- Vision insurance
- Retirement plan
- Paid time off

Please E-mail Resume to CarolBasagoitia@Gmail.com or fax to 775-882-6126