

# State of Nevada Announces

An Open Competitive Recruitment for:

## ***SUBSTANCE ABUSE COUNSELOR 2***

**APPROXIMATE ANNUAL SALARY - \$53,390.16 to \$78,884.64 PAY GRADE: 33**

For more information on benefit and retirement programs, please see the sections below. In order to receive consideration, applicants must indicate their availability for any work type, travel, and location requirements listed.

### **JOB INFORMATION**

- Work Type: Permanent, full time vacancies as they may occur in this geographical location.
- Department: [Corrections](#)
- Division: Administrative
- Location: Las Vegas, Boulder City, Indian Springs, Jean, Henderson
- Job Class Code: 12.469

### **RECRUITMENT INFORMATION**

- Announcement Number: 43199
- Open to all qualified persons.
- Posted 07/31/2023
- Close Date: 08/14/2023
- Recruiter:  
KENNETH GOODLY  
Phone: (702)486-9956  
Email: [kgoodly@doc.nv.gov](mailto:kgoodly@doc.nv.gov)
- Applications accepted for another 13 Days 3 Hrs 47 Mins

### **The Position**

Substance Abuse Counselors perform professional duties in areas of screening, assessment, case management, education, and treatment of clients and perform related administrative duties and recordkeeping in accordance with the standards and requirements of the Nevada Board of Examiners for Alcohol, Drug and Gambling Counselors.

Incumbents possess a degree of knowledge and proficiency sufficient to perform work independently with little or no additional training.

This recruitment will be used to address current and future vacancies at both Florence McClure Women's Correctional Center (FMWCC), located in Las Vegas, Nevada; and Southern Desert Correctional Center (SDCC), located in Indian Springs, Nevada. Incumbents perform initial intake of clients; review personal history file and court documents; conduct interviews and explains counseling programs; gathers information and evaluates personality traits; evaluates the extent of drug and alcohol addiction. Conduct individualized and group counseling sessions; determines goals and time table for treatments; discuss progress with clients; documents behavior and attitude in relation to treatment goals and objectives. Plan, develop, organize and conduct alcohol and drug abuse classes; provide in-service training to institutional staff. Prepare statistical documentation showing the number of clients assigned to substance abuse programs; compile, classify and store data for future research and analysis. The State of Nevada is committed to Equal Employment Opportunity/Affirmative Action in recruitment of its employees and does not discriminate on the basis of race, color, national origin, religion or belief, age, disability, sex, sexual orientation, gender identity or expression, pregnancy, domestic partnership, genetic information (GINA), or compensation and/or wages. \*\*\* THIS RECRUITMENT MAY CLOSE WITHOUT FURTHER NOTICE

DEPENDING ON THE NUMBER OF APPLICATIONS RECEIVED. APPLICANTS ARE ENCOURAGED TO APPLY AS SOON AS POSSIBLE\*\*\*

To see full Class Specifications visit: [http://hr.nv.gov/Resources/ClassSpecs/Class\\_Specifications-12\\_0/](http://hr.nv.gov/Resources/ClassSpecs/Class_Specifications-12_0/)

### **To Qualify:**

In order to be qualified, you must meet the following requirements:

#### **Education and Experience (Minimum Qualifications)**

- Certification as an Alcohol and Drug Abuse Counselor by the State of Nevada Board of Examiners for Alcohol, Drug and Gambling Counselors.

#### **Special Requirements**

- A pre-employment criminal history check and fingerprinting are required.
- Pursuant to NRS 284.4066, this position has been identified as affecting public safety. Persons offered employment in this position must submit to a pre-employment screening for controlled substances.

### **The Examination**

#### **Application Evaluation Exam**

The exam will consist of an application evaluation. It is essential that applications include detailed information with time frames regarding education and experience. The most qualified applicants will be contacted by the hiring agency for interview. The hiring agency may require specific skills related testing as part of the interviewing process.

#### **INFORMATIONAL LINKS**

For more information about state employment, visit the following:

Division of Human Resource

Management: <http://hr.nv.gov>

Public Employees Retirement

System: <http://www.nvpers.org>

Public Employees Benefits

Program: <http://pebp.state.nv.us>

More Benefits

Information: <http://nvjobs.nv.gov/Applicants/EB>

#### **REFER A FRIEND**

Help us reach qualified candidates! Refer a friend by clicking here:

[Email](#)

#### **Direct Inquiries or Correspondence to:**

##### **Division of Human Resource Management Northern Nevada**

209 East Musser Street,  
Room 101

Carson City, Nevada 89701-4204

##### **Division of Human Resource Management Southern Nevada**

555 East Washington Avenue,  
Suite 1400

Las Vegas, Nevada 89101-1046

TDD for the Hearing Impaired (800) 326-6868

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