

# State of Nevada Announces

## An Open Competitive Recruitment for:

### ***SUBSTANCE ABUSE COUNSELOR 1 - Underfilling for Substance Abuse Counselor 2 - NNCC - Carson City***

**APPROXIMATE ANNUAL SALARY - \$49,047.12 to \$72,119.52 PAY GRADE: 31**

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: Carson, Minden, Gardnerville, Genoa
- Job Class Code: 12.470

#### **RECRUITMENT INFORMATION**

- Announcement Number: 43271
- Open to all qualified persons.
- Posted 08/01/2023
- Recruiter:  
KENNETH GOODLY  
Phone: (702)486-9956  
Email: [kgoodly@doc.nv.gov](mailto:kgoodly@doc.nv.gov)
- Applications accepted until recruitment needs are satisfied

**\*\*** Qualified individuals are encouraged to apply immediately. Lists of eligible candidates will be established and hiring may occur early in the recruiting process. Recruitment will close without notice when a sufficient number of applications are received or a hiring decision has been made.

#### **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 perform in a trainee capacity and acquire the knowledge, skills and abilities required in this occupation.

This Substance Abuse Counselor 1 position is located at Northern Nevada Correctional Center (NNCC), in Carson City, Nevada. Incumbents perform initial intake of clients; review personal history file and court documents; conduct interviews and explain counseling programs; gather information and evaluate personality traits; evaluate the extent of drug and alcohol addiction Conduct individualized and group counseling sessions; determine goals and time tables for treatment; discuss progress with clients; document 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)**

- Bachelor's degree from an accredited college or university in a field of social science approved by the Nevada Board of Examiners for Alcohol, Drug and Gambling Counselors and eligibility for certification as an Alcohol and Drug Counselor Intern as established by State law and the Board.

## **Special Notes**

- Substance Abuse Counselor I's must obtain certification as an Alcohol and Drug Abuse Counselor Intern from the Nevada Board of Examiners for Alcohol, Drug and Gambling Counselors within 30 days of appointment and as a condition of continuing employment.

## **Special Requirements**

- A pre-employment criminal history check and fingerprinting are required.
- This position requires a valid driver's license or evidence of equivalent mobility at the time of appointment and for continuing employment.
- 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

TDD for the Hearing Impaired (800) 326-6868

#### **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