

# State of Nevada Announces

## An Open Competitive Recruitment for:

### ***SUBSTANCE ABUSE COUNSELOR 1 - UNDERFILL***

**APPROXIMATE ANNUAL SALARY - \$44,647.29 to \$65,659.04 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: Las Vegas, Boulder City, Indian Springs, Jean, Henderson
- Job Class Code: 12.470

#### **RECRUITMENT INFORMATION**

- Announcement Number: 43221
- Open to all qualified persons.
- Posted 07/31/2023
- 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.

Incumbents perform professional duties in the assessment, case management, education and treatment of inmates. Duties include: performing initial intake of inmates; conducting individualized and group counseling sessions; planning, developing, and conducting alcohol and drug cessation classes; providing instructions in areas of stress management, values clarification and self-esteem, career guidance and other related areas. Incumbents utilize video aides, role playing, group discussions, written exercises, testing, and homework assignments; meets with inmates individually as clinically indicated by the inmate's progress or treatment issues. Writes concise, logical, analytical reports assessing the progress of individuals enrolled in the program and make oral group presentations during group counseling. 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**

- Per NAC 641C.280 Substance Abuse Counselors who supervise a certified intern must have Certification as a Supervisor of Alcohol and Drug Interns by the Nevada Board of Examiners for Alcohol, Drug and Gambling Counselors. Substance Abuse Counselor III positions that supervise Substance Abuse Counselor I positions must have this certification at the time of appointment and as a condition of continuing employment.

**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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