

# PYRAMID LAKE PAIUTE TRIBE

[www.plpthumanresources.org](http://www.plpthumanresources.org)

## JOB ANNOUNCEMENT

### **SUBSTANCE ABUSE COUNSELOR III**

Sumunumu, Fernley, Nevada

\$25.77 - \$27.07 per hour; Full-Time; Non-Exempt

Class Code: 402 Grade: 27; Step 1-3 DOE

**JA18-089**

**Date Posted: 12/14/18**

**Date Closes: 01/02/19**

**DEFINITION:** Under supervision of the Sumunumu Director, maintain program records, prepare reports, provide direct treatment to clients, develop and review treatment plans with clients, coordinate and facilitate treatment planning, program activities, and the provision of services with other clinic personnel which may include physicians, behavioral health providers, social workers, nurses, other substance abuse counselors, treatment planning for co-occurring disorders, treatment team meetings, course of treatment, prevention efforts including community responsiveness to surveys regarding current programming.

### **DUTIES AND RESPONSIBILITIES:**

Perform professional duties in the assessment, case management, education, and treatment of clients and perform related administrative duties including record keeping in accordance with the standards and requirements of the Pyramid Lake Tribal Health Center and the State Board of Examiners for Alcohol and Drug and Gambling Counselors.

Perform intake and evaluation of clients: review personal history files and court documents and conduct personal interviews; gather pertinent information with the use of screening and assessment instruments such as American Society of Addiction Medicine (ASAM) and Diagnostic Statistical Manual (DSM) standards; diagnose and/or classify substance abusers, extent of alcohol and drug abuse and personality traits; determine classification, level of care, treatment needs and continuity of care.

Prepare written treatment plans; monitor and document client progress in relation to treatment plans, goals and objectives and adjust level of care accordingly; document contacts and services; prepare assessment, discharge and progress reports and summaries as required.

Plan, develop, organize and conduct alcohol and drug cessation and prevention classes; prepare course curriculum based upon the goals and objectives set by the Sumunumu Program; conduct orientation and individual and/or group counseling, intervention, education and referral; consult with and utilize other services, agencies, resources and professionals as needed.

Prepare statistical documentation and reports on caseload activities and services. Maintain ethics and confidentiality standards according to regulation. Perform other duties as assigned.

Maintain professionalism in the workplace and observe Ethical Standards and requirements. Maintain professional boundaries with clients and persons contacted in the course of work. Base

**DUTIES AND RESPONSIBILITIES cont'd:**

the practice of counseling on evidence based and recognized knowledge relevant to the best practices of alcohol and drug abuse.

Perform other related duties as assigned.

**MINIMUM QUALIFICATIONS:**

Knowledge of treatment best practices appropriate to substance abuse treatment; adult/adolescent problems with alcohol, tobacco and other drugs of abuse; social service resources and treatment methodologies; racial, ethnic, cultural values and attitudes of the Native American population;

case planning and management, Professional Code and Ethical Standards as adopted by the Nevada Board of Examiners for Alcohol, Drug and Gambling Counselors.

Must have a Nevada Driver's license and insurable under the Tribe's vehicle insurance policy.

Must have at least two- years sobriety prior to and during employment.

**REQUIRED EDUCATION AND EXPERIENCE:**

Master's degree or Ph.D. in a Behavioral Science with at least 30 hours at the graduate level in Counseling classes or highly related field.

Valid credential identifying the holder as being certified to provide counseling as a Licensed Substance Abuse Counselor (LADC) issued by the Nevada Board of Examiners for Alcohol, Drug and Gambling Counselors. Master's degree required.

Accumulated 2 years/4000 hours of professional clinical supervised experience as a LADC.

A Nevada State Board of Examiners certification as a Supervisor of Alcohol and Drug Counselor Interns. Must have at least 2 years of experience in the field of substance abuse counseling and prevention.

**TO APPLY:** Applications may be obtained from the Human Resources Office at the Tribal Administrative Building in Nixon, Nevada; by writing to the Pyramid Lake Paiute Tribe at PO Box 256, Nixon, NV 89424; or, by calling the Human Resources Office at (775) 574-1000, extension 1119/1120. [www.plpthumanresources.org](http://www.plpthumanresources.org)

The Pyramid Lake Paiute Tribe is a drug free work place. Applicants will be required to undergo drug testing prior to employment and will be subject to further drug and alcohol testing throughout their period of employment. In addition, the Tribe implements a Background Investigation Program in which all employees are subject to a background investigation and favorable suitability determination as a condition of employment.

*Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). However, the Pyramid Lake Paiute Tribe is an Equal Opportunity Employer and all qualified applicants will be considered in accordance with the provisions of Section 703 (f) of Title 7 of the Civil Rights Act of 1964, amended in 1991.*