

DESCRIPTION

This position is located in Douglas County, Nevada.

Visit <http://chinaspringyouthcamp.com/> to learn more about the Camp.

****Applications are reviewed on a regular basis and hiring may occur early in the recruiting process. Individuals are encouraged to apply immediately. ****

COMPENSATION & BENEFITS:

0-3% Merit upon successful completion of probationary period and 0-3% annual merit increases thereafter based upon evaluation score.

Benefits include:

Health Insurance: County provides medical, dental and vision coverage for employee and dependents with co-payment by employee dependent and/or family status.

Vacation: Accrued at the rate of 4.6154 hours per pay period, or 120 hours per year (increase with years of service).

Sick Leave: Earned at the rate of 3.3846 hours per pay period, or 88 hours per year.

Holidays: 11 paid holidays per year.

Administrative Leave: per status

Retirement: Participation in the Nevada Public Employee Retirement System (PERS), 29.75% employer paid.

Deferred Compensation: the County has a voluntary deferred compensation program.

Douglas County is a drug, alcohol and smoke-free workplace.

No Nevada state income tax.

POSTION DESCRIPTION:

Responsible for performing counseling services and other professional level work in the implementation of screening, assessment, counseling, and treatment planning for youth and families requiring assistance dealing with substance abuse problems, such as alcohol or drug abuse, in a non-secure youth residential treatment facility/camp setting.

ESSENTIAL FUNCTIONS

Conducts assessments of youth, using the American Society of Addiction Medicine Patient Placement Criteria II (ASAM PPCII), who are potential referrals into the treatment program; administers additional assessment tools (i.e. the NHIPPS).

Conducts both individual and group counseling sessions; assists in the evaluation of circumstances that influence delinquent behavior in relation to drug and alcohol treatment; provides counseling as appropriate.

Coordinates intakes to include scheduling time for assessments, completing paperwork, and scheduling time-frames for treatment plans and individual/group sessions.

Establishes and maintains all legally required documentation pertaining case management and treatment planning; creates a complete record of the activities and behavior of the youth and maintains the records in a confidential file.

Organizes information for client records; prepares various reports on client progression and goals/objectives while resident in the camp; composes final release report to client's legal official on aftercare recommendations for client.

Routinely reviews files to determine progress and compliance with court-ordered expectations, goals and objectives of the treatment plan.

Maintains, repairs, upgrades, inspects, and procures equipment for camp programs.

Provides training on substance abuse and related issues to other staff responsible for client supervision; participates in quality management activities and outcome studies; participates in staff meetings, consultations, in-services, and clinical meetings.

Schedules and assists with camp courses, recreational activities, and wilderness trips; trains staff as required.

Conducts a variety of analytical studies; develops and reviews reports of findings, alternatives and recommendations; prepares a variety of written materials.

Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

Bachelor's Degree in Counseling, Psychology, or a closely related field; AND two (2) years of professional level experience in providing substance abuse counseling services to juveniles; OR an equivalent combination of education, training and experience.

Required Knowledge and Skills

Knowledge of:

Theories and principles of substance abuse counseling, case management, child and family assessment, intervention and therapy.

Indicators of physical and emotional risk and intervention techniques and resources.

Assessment instruments and techniques.

Computer applications related to the work.

Standard office practices and procedures, including filing and the operation of standard office equipment.

Record keeping principles and practices.

Correct business English, including spelling, grammar and punctuation.

Terminology and functions of the juvenile justice system.

Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone, often where relations may be confrontational or strained.

Safety practices related to the work.

Skill in:

Observing, interpreting and accurately recording behavioral events.

Interpreting, applying and explaining applicable laws, codes and regulations.

Maintaining accurate case records and records of work performed.

Providing effective counseling to clients and their families.

Using initiative and independent judgment within established procedural guidelines.

Preparing clear and concise reports, correspondence and other written materials.

Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.

Using tact, discretion and prudence in dealing with youth and families contacted in the course of the work.

Dealing successfully with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone, often where relations may be confrontational or strained.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

Valid Driver's License.

CPR and First Aid certifications.

JIREH certification within six (6) months of date of employment.

Must be registered with the Nevada State Board of Examiners for Alcohol, Drug and gaming Counselors in one or more the following areas:

Certified Alcohol Drug Counselor Intern (CADC-I)

Certified Alcohol Drug Counselor (CADC)

Licensed Alcohol and Drug Counselor (LADC)

Provisional Alcohol & Drug Counselor

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical detention facility and use standard office equipment; stamina to sit for extended periods of time; strength to lift and carry up to 50 pounds; agility to subdue and restrain juveniles; vision to read printed materials and a computer screen, and hearing and speech to communicate in over the telephone and radio systems.

Incumbent is subject to exposure to blood and air borne diseases

CONDITIONS OF EMPLOYMENT:

Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.

Employment is contingent upon successful completion of background/screening.

Douglas County participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered employment must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.