

PYRAMID LAKE PAIUTE TRIBE

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

**JOB ANNOUNCEMENT**

**SUBSTANCE ABUSE COUNSELOR**

Sumunumu, Fernley, NV

\$19.23-20.20 Per Hour, Part-Time, 32 hours per week

Non-Exempt CL 318, Gr 21, Step 1-3 DOE

**Date Posted: 09/26/2019**

**Date Closed: OUF**

**DEFINITION:** Under the supervision of the Sumunumu Director, the Substance Abuse Counselor will provide counseling, evaluation, prevention, and aftercare to people in the community with substance abuse problems.

**DUTIES AND RESPONSIBILITIES:**

Provide a variety of culturally competent services to patients/clients and their families, including screening, evaluation, supportive counseling (group and individual), substance abuse education, referrals to other resources.

Provide counseling for the abuse of alcohol and other drugs, including making a diagnosis or classification, providing a referral, and/or planning a course of treatment. Serve clients with professional skill and competence. Safeguard the interests and rights of clients.

Provide counseling to a person who has a significant relationship with an identified or suspected abuser of alcohol or drugs, only to the extent necessary to engage the identified or suspected abuser in treatment.

Conduct screening and testing for which the Counselor was trained. Evaluate the patterns of substance abuse and associated impairments in functioning of a client that is based upon comprehensive bio-psycho-social information about the client.

Document diagnosis or classification in the clinical record of the client, upon approval by the supervisor.

Prepare and maintain in a timely manner a record for each client, including assessment of the problems of the client, plan of action, course of treatment, progress notes regarding the course of treatment, documents relating to the informed consent of client, release of information, and other legal documents.

Work with individuals, families, and small groups to provide training to develop and improve coping skills and strategies for minimizing or eliminating substance abuse problems.

As a member of the multi-disciplinary treatment team, has primary responsibility for integrating all client information and initially formulating, as well as updating the master treatment plan for assigned clients.

Provide clinical services during the treatment process, including but not limited to care coordination, assessment, treatment planning, individual and group therapy, didactic presentations and other therapeutic interventions.

**DUTIES AND RESPONSIBILITIES CONT.:**

In concert with the multi-disciplinary treatment team, develop a discharge summary, concluding diagnosis, prognosis and recommended aftercare plan.

Write program and court status reports; maintain statistics and other required logs or billings.

Maintain the confidentiality of information and client record security subject to Privacy Act standards. Inform and obtain authorization of client to release information, except if there is a clear and immediate danger to a person or to society.

Maintain professionalism in the work performed and observe Ethical Standards and requirements. Maintain professional boundaries with clients, interns and persons contacted in the course of work. Base the practice of counseling on the recognized knowledge relevant to alcohol and drug abusers. Seek the advice and counsel of colleagues and supervisors when such a consultation is in the best interest of the client.

Apprise clients of the risks, rights, opportunities and obligations, financial or otherwise, associated with the provision of services for alcohol and drug abuse counseling.

Keep current with emerging knowledge relevant to the practice of counseling alcohol and drug abusers. Attend required training and continuing education hours each year to maintain Counselor/Intern certificate. Submit verification of training to the State Board of Examiners

Perform other related duties as assigned.

**MINIMUM QUALIFICATIONS:**

Knowledge of: treatment best practices appropriate to substance abuse treatment; adolescent/adult 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 associated with being a substance abuse counselor.

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:**

Graduation from an accredited college or university with an Associate's Degree in a related field. A Bachelor's degree is preferred.

At least two- year experience in a substance abuse prevention or counseling program.

Current license/certification from the Nevada State Board of Examiners (Native American, Certified Alcohol and Drug Counselor, Licensed Alcohol and Drug Counselor).

**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(I) of Title VII of the Civil Rights Act of 1964, amended in 1991.***