



JOB TITLE: CERTIFIED ALCOHOL AND DRUG COUNSELOR INTERN
DEPARTMENT: VITALITY UNLIMITED ALCOHOL AND DRUG COUNSELING
LOCATION: ___ ELKO ___ CARSON CITY ___ RENO
SUPERVISOR: CLINICAL SUPERVISOR/CHIEF EXECUTIVE OFFICER/CHIEF OPERATIONS OFFICER

JOB SUMMARY:

An Alcohol and Drug Counselor Intern works with clients enrolled in treatment for substance abuse/or addiction problems. Under close supervision of the Clinical Supervisor, will facilitate individual and group therapy sessions. He or she will participate in client case review, maintain accurate records and promotes an environment conducive to client adjustment and transition to a healthier lifestyle.

JOB DUTIES AND RESPONSIBILITIES:

- Facilitates individual and group counseling sessions for clients under supervision of the Clinical Supervisor.
- Assesses client attitudes and progress regarding treatment, self-esteem, social adjustment, vacation and family issues.
- Maintains accurate client records as required by Vitality Unlimited and the Substance Abuse Prevention Treatment Agency (SAPTA).
- Insures that assigned clients complete all phases of treatment and appropriate documentation is completed under supervision of the Clinical Supervisor.
- Develops treatment plans for assigned clients after review of social, medical, psychological and drug histories are assessed.
- Assists assigned clients in aftercare planning.
- Documents client's progress in the Electronic Health Record within a twenty-four hour period. Maintains clinical records, ensuring documentation according to SAPTA and Vitality Unlimited policies. Obtains signed consents for paper files.
- Attends staff meetings and in-service training as scheduled.
- Ensures that assigned clients are informed and follow living skills development rules.
- Schedules clients for an individual session per week of treatment.
- Ensures confidentiality of client as required by 42CFR Part II and HIPPA regulations.

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PAGE TWO OF TWO**

- Follows Code of Ethics as stated in NAC 458.
- Complies with state laws regarding child abuse reporting.
- Performs other duties as deemed necessary by the Clinical Supervisor, or Chief Operations Officer.

KNOWLEDGE AND SKILLS:

General knowledge of substance abuse and related issues with knowledge of the patterns and disease concepts of alcoholism and other drugs. Must have knowledge of the 12 Step Program. Must having working knowledge of basic computer programs.

EDUCATION:

Requires a Bachelor of Science Degree in a SAPTA approved field. Must qualify to be certified by the Board of Examiners for Alcohol, Drug and Gambling Drug Counselors. Must complete all C.E.U. requirements within the designated time frame to keep his/her certification current.

I have read the job description and understand fully the duties of my position.

Employee Signature

Date

Human Resources Coordinator