



**JOB TITLE:** LICENSED ALCOHOL AND DRUG COUNSELOR (LADC) AND INTERN  
**DEPARTMENT:** CLINICAL DEPARTMENT  
**LOCATION (S):** CARSON CITY, DAYTON, ELKO, RENO  
**SUPERVISOR:** PROGRAM COORDINATOR / CLINICAL SUPERVISOR

#### JOB SUMMARY:

A Licensed Alcohol and Drug Counselor (LADC) and /or Intern (LADC-I) works closely with consumers/residents entering treatment for any substance abuse and/or other addictive disorders. A Licensed Alcohol and Drug Counselor conducts individual and group therapy sessions, documents and maintains consumers/residents' files as required according to established Vitality Unlimited time frames. Promotes an environment conducive to patient adjustment and transition to healthier lifestyles.

#### JOB DUTIES AND RESPONSIBILITIES:

- Conducts individual and group counseling sessions for consumers/residents.
- Assesses consumer/resident attitudes and progress regarding treatment, family vocation, self-esteem, social adjustment, interpersonal relations, and coping skills.
- Documents and maintains accurate records as required by Vitality Unlimited and the Substance Abuse Prevention Treatment Agency (SAPTA).
- Ensure that the quality of substance abuse treatment services provided by the Vitality Unlimited programs as described by ASAM placement criteria.
- Documents consumer/resident's progress in ECW promptly. Maintains clinical records, ensuring documentation according to SAPTA and Vitality Unlimited policies. Obtains signed consents for paper files.
- Ensures that assigned consumers/residents complete all phases of treatment by the scheduled graduation date.
- Knowledge of social, medical, vocational, and legal resources availability.
- Develops treatment plans with patient input, reviews and amends as needed.
- Participates in consumer/resident intake process and discharge planning.
- Interviews consumer/resident's family members.
- Attends and takes part in weekly staff meetings and in-service training as scheduled.
- Develops materials for groups and lectures.
- Monitors consumers/residents to see that house rules and assigned chores are followed.
- Participates in crisis intervention as needed.
- Schedules one (1) weekly individual counseling session per assigned consumer/resident (up

to 10 consumers/residents) throughout the treatment period.

- Is accountable to Program Manager or the Program Coordinator for treatment responsibilities.
- Takes on-call rotation as scheduled by the Program Coordinator or the Program Manager.
- Follows the Code of Ethics as said in NAC 641C.
- Complies with confidentiality requirements as set forth in 42 CFR Part II and HIPPA regulations.
- Other duties as assigned.
- LADC Intern will meet with LADC supervisor weekly.

#### KNOWLEDGE AND SKILLS:

- Knowledge of Substance Abuse treatment and addictive behaviors.
- Familiar with State and community resources for alcohol and drug abuse.
- Must know the Vitality Unlimited patterns and disease concepts of alcoholism with studies in sociology, psychology, and related areas. Prior experience providing counseling services to substance use, co-occurring disorders, consumers.
- Provide crisis intervention and support to consumers during challenging situations.
- Collaborate with emergency services and crisis teams when necessary to ensure the safety and well-being of consumers.
- Other duties as assigned.

#### QUALIFICATIONS:

- Must provide certification at time of employment.
- A valid Nevada Driver License and proof of insurance.
- Must have an acceptable driving record.
- Capable of responding to resident's needs in a variety of situations.
- Physical stamina and the ability to perform tasks that require bending, lifting, sitting, and standing for extended periods of time.
- Must consistently provide a negative drug screen for illicit substances.
- Must demonstrate a thorough knowledge of Vitality Center policies and procedures.
- Must possess and show aptitude for following direction.

#### EDUCATION:

- At least five (5) years' experience employed in counseling substance abusers, adult or adolescents, or a combination of education and experience equivalent to five years' experience.
- Must be certified or licensed by the Board of Examiners for Alcohol, Drug and Gambling Counselors or must be eligible for licensure, certification, or internship.
- Must keep all requirements for CEUs (Continuing Education Units) complete to keep certification or licensure current.

**LICENSED ALCOHOL AND DRUG COUNSELOR / INTERN:**

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

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Specialist Signature

\_\_\_\_\_  
Date