



**JOB TITLE: CERTIFIED ALCOHOL AND DRUG COUNSELOR OR INTERN**  
**DEPARTMENT: VITALITY UNLIMITED ALCOHOL AND DRUG COUNSELING**  
**LOCATIONS: CARSON CITY, DAYTON, ELKO & RENO, NEVADA**  
**SUPERVISOR: PROGRAM COORDINATOR / CLINICAL SUPERVISOR**

#### **JOB SUMMARY:**

A certified alcohol and drug counselor / intern works with clients enrolled in treatment for substance use disorder. Under close supervision of the clinical supervisor, they will facilitate individual and group therapy sessions. They will participate in client case review, maintain accurate records, and promote 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, 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 24-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 I & II and HIPAA regulations.
- Must present a clean, professional appearance.

- 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.
- Meet with CADC-I supervisor weekly.

#### KNOWLEDGE AND SKILLS:

- General knowledge of substance use disorder and related issues with knowledge of the patterns and disease concepts of alcoholism and other drugs.
- Must have knowledge of the 12-Step Program and self-help programs.
- Must have working knowledge of basic computer programs.
- Ability to follow written and oral instructions.
- Possess good time-management skills.
- Sound judgement and capability of responding to residents' needs in a variety of situations.
- Adherence to ethical standards and confidentiality laws.

#### QUALIFICATIONS:

- Must provide certification at time of employment.
- A valid Nevada driver's license and proof of insurance.
- Must have a clean driving record.
- Capable of responding to residents' needs in a variety of situations.
- Physical stamina and the ability to perform tasks that require bending, lifting, and standing for extended periods of time.
- Must consistently provide a negative drug screen.

#### EDUCATION:

- Requires a bachelor's 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 their certification current.

## CERTIFIED ALCOHOL AND DRUG COUNSELOR OR 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

\_\_\_\_\_  
Date

Job description. Revised 08 / 23

References: Information obtained from GovernmentJobs. (n.d.) Substance Abuse Counselor. GovernmentJobs.com. Retrieved from: <https://www.governmentjobs.com/jobs/2245671-0/substance-abuse-counselor>