



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 use and/or other addictive disorders. A licensed alcohol and drug counselor conducts individual and group therapy sessions, documents and maintains clients' 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 clients.
- Assesses client 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).
- Ensures the quality of substance use treatment services provided by the Vitality Unlimited programs as described by ASAM placement criteria.
- Documents clients' progress in the electronic health record 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 1 & II and HIPAA regulations.
- Other duties as assigned.
- LADC Intern will meet with LADC supervisor weekly.

KNOWLEDGE AND SKILLS:

- Knowledge of substance use treatment and addictive behaviors.
- Familiar with state and community resources for alcohol and drug use disorders.
- Must know the Vitality Unlimited patterns and disease concepts of alcoholism with studies in sociology, psychology, and related areas. Experience providing counseling services to clients with substance use and co-occurring disorders.
- 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's license and proof of insurance.
- Must have an acceptable driving record.
- Capable of responding to client'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 Unlimited policies and procedures.
- Must possess and show aptitude for following direction.

EDUCATION:

- Education or experience in counseling adult or adolescent substance users.
- 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.

Employee Signature

Date

Human Resources Specialist Signature

Date