



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

| <u>TITLE</u> | <u>GRADE</u> | <u>EEO-4</u> | <u>CODE</u> |
|-------------------------------|--------------|--------------|-------------|
| SUBSTANCE ABUSE COUNSELOR III | 35 | B | 12.466 |
| SUBSTANCE ABUSE COUNSELOR II | 33 | B | 12.469 |
| SUBSTANCE ABUSE COUNSELOR I | 31 | B | 12.470 |

SERIES CONCEPT

Substance Abuse Counselors perform professional duties in the assessment, case management, education, and treatment of clients and perform related administrative duties and recordkeeping in accordance with the standards and requirements of the Nevada Board of Examiners for Alcohol, Drug and Gambling Counselors.

Perform initial intake and evaluation of clients; review personal history files and court documents and conduct personal interviews; gather pertinent information with the use of screening and assessment instruments such as American Society of Addiction Medicine (ASAM) and Diagnostic Statistical Manual (DSM) standards; diagnose and/or classify substance abusers, extent of alcohol and drug abuse and personality traits; determine classification, level of care, treatment needs and continuity of care.

Prepare written treatment plans; monitor and document client progress in relation to treatment plans, goals and objectives and adjust level of care accordingly; document contacts and services; prepare assessment, discharge, and progress reports and summaries as required.

Plan, develop, organize and conduct alcohol and drug abuse cessation and prevention classes; prepare course curriculum based upon the goals and objectives set by the facility; conduct orientation and individual and/or group counseling, intervention, education and referral; consult with and utilize other services, agencies, resources and professionals as needed.

Provide in-service training regarding counseling programs, education and services related to alcohol and drug abuse.

Prepare statistical documentation and reports on caseload activities and services.

Maintain ethics and confidentiality standards according to regulation.

Perform related duties as assigned.

CLASS CONCEPTS

Substance Abuse Counselor III: Under general direction, incumbents supervise the clinical practice of subordinate Substance Abuse Counselors; provide information and recommendations regarding clinical aspects of the program to management; facilitate therapeutic program activities; maintain program records and prepare periodic reports; provide technical guidance to professional program staff; and may provide direct treatment services to clients as required and as described in the series concept. This is the supervisory level in the series.

Accept clients for clinical admission as recommended by medical/mental health intake staff; review lesson plans and treatment plans to ensure adherence to core curriculum requirements; monitor quality of care through review and evaluation of case records and activities; monitor the progress of clients through consultation with case managers and participation in treatment team meetings.

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CLASS CONCEPTS (cont'd)

Substance Abuse Counselor III: (cont'd)

Coordinate and facilitate treatment planning, program activities, and the provision of services with other department personnel which may include custody or supervisory staff, psychologists, clinical social workers, nurses, substance abuse counselors and educators; participate in treatment planning for patients with co-occurring disorders; conduct treatment team meetings to discuss the client's progress and recommended course of treatment; monitor discharge planning; meet regularly with management regarding program standards and resources.

Supervise professional personnel including Substance Abuse Counselors and others to accomplish established goals and objectives; interview applicants; train staff in the use of the department's treatment curriculum, operations, and programming manual; assign work, provide guidance and motivation, evaluate performance and initiate disciplinary action as required.

Substance Abuse Counselor II: Under general supervision, incumbents perform the full range of duties described in the series concept. This is the journey level in the series and is distinguished from the lower level by greater independence, judgment and decision-making required, and completion of a Board-approved internship.

Substance Abuse Counselor I: Under close supervision of a Licensed Substance Abuse Counselor, incumbents gain knowledge of, and are trained in, the full range of duties described in the series concept. Incumbents must be certified as an Alcohol and Drug Abuse Counselor Intern by the Nevada Board of Examiners for Alcohol, Drug and Gambling Counselors. This is the entry level in the series. Progression to Substance Abuse Counselor II may only occur upon meeting minimum qualifications and with the recommendation of the appointing authority.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

- * Pursuant to NRS 284.4066, positions in this series have been identified as affecting public safety. Persons offered employment in these positions must submit to a pre-employment screening for controlled substances.

INFORMATIONAL NOTE:

- * Substance Abuse Counselor I's - certification as an Alcohol and Drug Abuse Counselor Intern from the Nevada Board of Examiners for Alcohol, Drug and Gambling Counselors within 30 days of appointment and as a condition of continuing employment.

SUBSTANCE ABUSE COUNSELOR III:

EDUCATION AND EXPERIENCE: Licensure as an Alcohol and Drug Abuse Counselor by the Nevada Board of Examiners for Alcohol, Drug and Gambling Counselors and two years of experience as a journey level Substance Abuse Counselor which must have included leading treatment teams, conducting clinical counseling, and implementing an established substance abuse program. (*See Special Requirement and Informational Note*)

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MINIMUM QUALIFICATIONS (cont'd)

SUBSTANCE ABUSE COUNSELOR III: (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):

Working knowledge of: the principles, practices, and methods of substance abuse counseling and education; facilities, programs, and related resources available for rehabilitation, education, and training of substance abusers; policies and procedures pertaining to legal, medical and mental health programs; leadership and decision making skills. **Ability to:** oversee the day-to-day clinical practice of subordinate Substance Abuse Counselors; effectively lead a treatment team; communicate effectively in conflict situations; organize work flow to accomplish established objectives; delegate responsibility; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):

Working knowledge of: agency and State administrative policies and procedures; principles and practices of supervision. **Ability to:** establish and maintain cooperative working relationships with subordinate staff, supervisors, legal personnel, and medical and mental health professionals; supervise and evaluate the performance of professional staff; provide training, guidance and motivation to subordinate staff and initiate disciplinary action; assign and review case work.

SUBSTANCE ABUSE COUNSELOR II:

EDUCATION AND EXPERIENCE: Certification as an Alcohol and Drug Abuse Counselor by the State of Nevada Board of Examiners for Alcohol, Drug and Gambling Counselors. (*See Special Requirement and Informational Note*)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):

Working knowledge of: federal and State alcohol and drug abuse laws, rules and regulations; illegal substances, drug classifications, and psychiatric medications used to treat abusers of alcohol and/or drugs; psychological and physiological effects of substance abuse; concepts, principles and techniques used in the screening, assessment and evaluation of abusers of alcohol and/or drugs; counseling and treatment of alcohol and/or drug abusers in group and individual settings; facilities, programs, and related resources available for rehabilitation, education, discharge planning for continuity of care, and training in the field of substance abuse; American Society of Addiction Medicine (ASAM) levels of service and treatment and the current edition of the Diagnostic Statistical Manual (DSM). **Ability to:** write concise, logical and grammatically correct analytical reports assessing the progress of clients in alcohol and drug treatment programs; provide in-service training; evaluate and document client progress towards treatment goals and plan, coordinate, and facilitate appropriate follow-up activities; foster a stimulating, accepting learning environment; work independently and as a team member; provide group treatment and individual substance abuse counseling using accepted treatment modalities; *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):

Working knowledge of: laws, regulations and procedures common to criminal justice systems; policies of the institution or agency to which assigned.

SUBSTANCE ABUSE COUNSELOR I:

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in a field of social science approved by the Nevada Board of Examiners for Alcohol, Drug and Gambling Counselors and eligibility for certification as an Alcohol and Drug Counselor Intern as established by State law and the Board. (*See Special Requirement and Informational Note*)

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MINIMUM QUALIFICATIONS (cont'd)

SUBSTANCE ABUSE COUNSELOR I (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):

General knowledge of: federal and State alcohol and drug abuse laws, rules and regulations; illegal substances, drug classifications and psychiatric medications used to treat abusers of alcohol and/or drugs; concepts, principles and techniques used in the screening, assessment and evaluation of abusers of alcohol and/or drugs; counseling and treatment of substance abusers in group and individual settings; American Society of Addiction Medicine (ASAM) levels of service and treatment and the current edition of the Diagnostic Services Manual (DSM). **Ability to:** read technical, legal and scientific documents; interact and communicate effectively with persons of various social, cultural, economic and educational backgrounds; establish and maintain cooperative working relationships with others; write concise, logical and grammatically correct reports; explain policies, procedures, theories, and concepts to clients and families; make oral group presentations; follow through on assignments as directed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):

These are identical to the Entry Level Knowledge, Skills and Abilities required for Substance Abuse Counselor II.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

| | <u>12.466</u> | <u>12.469</u> | <u>12.470</u> |
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| ESTABLISHED: | 7/1/93P | 5/20/88PC | |
| REVISED: | 10/23/93PC | 7/1/91P | |
| | 3/29/01UC | 7/6/90PC | |
| REVISED: | | 11/15/91PC | |
| REVISED: | | 7/1/93P | |
| | | 10/23/92PC | |
| REVISED: | | 3/29/01UC | |
| REVISED | 6/25/04PC | 6/25/04PC | 6/25/04PC |