



FULL-TIME CLIENT ADVOCATE SWING SHIFT

RELATIONSHIPS

Chain of Command

The Client Advocate is directly supervised by site manager/supervisor, unless directed the supervision under a counselor and/or the Chief Clinical Officer.

Employees Supervised

This position does not supervise employees.

Inter-relationships

The Client Advocate interacts with all STEP2 staff. S/he also interacts with personnel from Partner Agencies involved with STEP2 as deemed necessary.

JOB SUMMARY

The Client Advocate provides direct care to clients to ensure compliance with rules and regulations of program protocol. An advocate assists Counselors and Counselor-Interns with providing structure and supervision in therapeutic environments.

The Client Advocate will not be required to maintain a caseload; however, if the Client Advocate is also an Intern with the Board of Examiners for Substance Abuse, s/he is required to comply with all regulations of the State of Nevada Board of Examiners for Alcohol, Drug and Gambling Counselors.

RESPONSIBILITIES

- Comply with Federal Regulations, 42 CFR part 2 pertaining to client Confidentiality
- Documentation as warranted in charts and communication log
- Complete and distribute necessary admission/discharge documentation
- Engage with clients in living environments
- Distribute medications to clients as needed
- Administer AOD screenings, documenting results
- Perform room/house checks as indicated
- Facilitate psycho-educational groups as needed
- Assist with community activities
- Monitor and assist clients with daily activities
- Provide transportation as necessary

Other Duties (*as assigned by supervisors*)

MINIMUM QUALIFICATIONS

Education & Training

Bachelor's Degree in social work, psychology, counseling, or related field is preferred, but not required.

Experience

A minimum of one (1) year experience in counseling or related field is preferred, preferably one of which is in drug/alcohol counseling. Experience working in residential/transitional living environment preferred. Bilingual (Spanish) preferred.

Knowledge & Abilities

Knowledge related to basic counseling techniques and familiarity of addiction/alcoholism and issues associated. Possess the ability to communicate clearly and effectively with clients, supervisors, and co-workers. Knowledge of and ability to effectively use computers. Ability to act independently with good judgment. Valid driver's license is required.

WORKING CONDITIONS



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This position will be located at the Redfield Residential facility or the Lighthouse of the Sierra campus. Hours will vary according to agency need, which may include evenings and weekends.

COMPENSATION

The Full-Time Client Advocate position is an hourly, full-time, exempt position and is eligible for benefits. As the nature of this agency requires flexibility, this position may be asked to perform duties outside scheduled hours of work on occasion.

*****If you are interested in applying for this position, please email a resume to Shannon Jensen at sjensen@step2reno.org