



“Assisting in the transformation of lives through the process of Recovery.”

Horizon Recovery and Counseling Center  
The Unity Houses  
835 S Burlington, Ste 115  
Hastings, NE 68901  
402-462-2066, fax 402-462-2045  
[www.reviveinc.org](http://www.reviveinc.org)

## **Alcohol/Drug Counselor**

**Salary:** Depends on experience  
**Opening Date** Immediately  
**Closing Date:** When Filled  
**Job Type:** Part-time/full-time, depends on experience  
**Location:** Hastings Nebraska

### **Description:**

Horizon Recovery and Counseling Center under the umbrella of Revive Ministries Inc. in Hastings is looking for Licensed Alcohol Drug Counselor (LADC) or a Provisional Alcohol Drug Counselor (PLADC). We would also like this person but not required to be a Licensed Mental Health Provider (LMHP) or a Provisional Licensed Mental Health Provider, (PLMHP). This person will be working with youth and adults in our outpatient services. This person would be conducting individual sessions, group sessions, alcohol/Drug evaluations, assessments, and complete all documentation for all of the above.

**Hours of operation. 8:00 AM to 8:30 PM Monday through Friday. This person would work according to program schedule with no overtime.**

**Please see Job Description**

**If you would like to learn more about Revive Ministries Inc., Horizon Recovery and Counseling Center/The Unity Houses please see our web-site at [www.reviveinc.org](http://www.reviveinc.org)**

**Please send cover letter and resume' to:**

Horizon Recovery and Counseling Center  
C/O Dan Rutt  
835 S Burlington, Ste. 115  
Hastings, NE 68901

**Horizon Recovery Center**  
**835 South Burlington, Suite 115**  
**Hastings, NE 68901**

**Counselor**  
**Job Description**

**Reports To: Clinical Director**

**Responsibilities:** Counselor will provide professional counseling in the treatment and rehabilitation of clients and families who are experiencing problems with alcohol/other drug abuse, gambling or mental health issues. Responsibilities will include evaluation/assessment, intake, education treatment planning, individual and group therapy, discharge planning and relapse prevention.

Counselor will have a good understanding of 12 step recovery programs and will promote a 12-step abstinence based philosophy of recovery.

Counselor will be knowledgeable and able to participate in all of the 12 core functions as outlined:

1. Responsible for screening clients (the process by which a client is determined appropriate and eligible for admission to a particular program).
2. Responsible for intake (the administrative and initial assessment procedures for admission to a program).
3. Responsible for the orientation of client (informing client of nature of program, goals, rules, hours, fees, rights, and any other pertinent information).
4. Responsible for assessment (identifying and evaluating and individual's problems, strengths, weaknesses, and needs for the development of the treatment plan).
5. Responsible for treatment planning (identifying, along with the client, problems needing attention and resolution, establishing long and short-term goals, and determining a process and the resources to be utilized).
6. Responsible for counseling (assisting individuals, families, or groups to achieve objectives by exploring a problem and its ramifications; examining attitudes and feelings; considering alternative solutions; and decision-making).
7. Responsible for case management (bringing services, agencies, resources, and /or people together within a planned framework of action, working towards achievement of established goals. This may involve collateral contacts and liaison activities).
8. Responsible for crisis intervention (responding to the client's needs during an acute emotional state and/or during physical distress).

9. Responsible for client education (providing information regarding alcohol and other drug abuse and available services and resources. This can be done individually or in a group and be provided to clients of this agency or their families).
10. Responsible for referrals (identifying needs that cannot be met by the counselor and/or this agency and assisting the client to utilize support systems and community resources available).
11. Responsible for reports and record keeping (charting the results of an assessment and treatment plans; writing reports and progress notes, completing discharge summaries and other client-related data).
12. Responsible for consultation with other professionals regarding the client's treatment and services (relating with other counseling professionals to provide comprehensive and quality care for the client).
13. Maintain a current Nebraska driver's license.
14. Perform other related duties as may be assigned.

**Required Knowledge, Abilities and Skills:** Counselor must have experience working with individuals and families experiencing difficulties with substance abuse and/or gambling. Counselor will have a working knowledge of Alcoholics Anonymous, Narcotics Anonymous, Gamblers Anonymous, Gam-Anon, and Al-Anon programs.

**Required Education:** Counselor must be certified by the State of Nebraska as a Certified Alcohol and Drug Abuse Counselor (LADC) or as a Certified Provisional Alcohol and Drug Abuse Counselor (PLADC), and /or a Certified Compulsive Gambling Counselor (CCGC) or a Licensed Mental Health Provider (LMHP). Counselors providing treatment for gamblers and their families must meet the criteria established by the State of Nebraska to be a provider of services under the GAP program. If applicant is certified in a State other than Nebraska their credentials must be transferable to Nebraska and obtain Nebraska Certification within six months form their date of employment.

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Counselor

\_\_\_\_\_  
Date

\_\_\_\_\_  
JoAnn Hunter LMHP-LADC  
Clinical Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dan Rutt  
Director

\_\_\_\_\_  
Date