

Substance Abuse Program Graduate Assistantship

The Counseling & Testing Center is funding a 20-hour a week graduate assistant position for the 2008-2009 academic year to assist in providing services to NAU students referred for alcohol and drug assessments.

Job Description:

- Interview clients referred for alcohol and drug assessments
- Be able to score and comprehend the various scales in the Substance Abuse Subtle Screening Inventory (also known as SASSI-3)
- Refer clients to appropriate treatment/educational options on campus, at the Counseling & Testing Center, or in the community
- As needed, develop materials to assist in presentations regarding alcohol and drugs
- As needed, present information to organizations requesting information about alcohol and drugs
- Co-facilitate Healthy Choices group (2 hour alcohol/drug education group) and Substance Abuse Group (5 session, on-going education/therapy group)
- Attend bi-monthly staff meetings; participate in staffing meetings
- Document sessions with clients and complete all paperwork associated with clients

Preferred Skills:

- Interest in the area of Substance Abuse
- Previous exposure or experience in counseling or social work
- Experience in facilitating groups or giving presentations
- Ability to use Microsoft Word, learn Electronic Health Record

Stipend: \$9,173.76 plus out-of-state tuition waived; in-state tuition remission; Student Health Insurance provided

To apply: Send the following:

1. Cover Letter
2. Resume
3. 1-page essay, double-spaced, explaining why you are Interested in this position

Send the above items to:

**Melody Hicks, MC, LPC
Counseling & Testing Center
P.O. Box 6045
Flagstaff, AZ 86011-6045**