

Evaluator

Minimum Requirements:

- Licensed Alcohol and Drug Counselor (LADC), Certified Alcohol and Drug Counselor (CADC), Licensed Clinical Social Worker (LCSW).
- Any other degree that allows drug and alcohol evaluations to be performed by the degree holder.
- Be familiar with, or willing to be trained on, using diagnostic tools used for a substance abuse evaluation (i.e. – SASSI, MAST, DAST, and Mental Health Screening Form – III).
- Pass background and drug testing.

Job Duties:

- Interview defendants for the drug/alcohol assessment in a variety of venues, including, but not limited to, the office or at the City jail.
- Conduct one-on-one interviews with the defendant, unless the use of an interpreter is required.
- Gather, assess, analyze all of the data collected, and prepare a written report for the Court in compliance with Alternative Sentencing and Education Division's (ASED) structured format.
- Prepare the packet of information gathered and written and compile the information in compliance with state required format prior to submission.
- Submit the completed packet to ASED staff in a timely manner. Evaluations are very time sensitive, due to sentencing requirements, return court dates, and for the defendants who are incarcerated, and have their freedom limited.
- Must have full reports completed 1-week prior to court due date (barring any emergent exceptions).
- Dress office appropriately.
- Must attend mandatory monthly meetings.
- Must attend any additional mandatory trainings (eventually would like 1-day training for all contractors).

The Ideal Candidate:

- Bilingual candidates are an asset to the agency.
- Individuals with flexible schedules, who are able to assist in performing an evaluation when time is of the essence due to the needs of the court or last minute staffing conflicts.

If Interested send coversheet with resume and copy of licenses (if applicable) to Sandra Santamaria-Noble at ssantamaria@LasVegasNevada.GOV