

Position: Alcohol/Drug Abuse Counselor

Exempt status: Non-Exempt

Supervisor: Unit Supervisor/Deputy Director

Job Summary: This position provides the counseling services for the Department's Substance Abuse Treatment Program (SATP). The counselor will employ the application of models and theories of counseling in order to provide appropriate drug/alcohol treatment for offenders.

Responsibilities:

- Conduct assessments on offenders for referral to appropriate drug/alcohol services.
- Provide individual counseling with offenders consistent with the procedures of the SATP.
- Provide group counseling for offenders in accordance with accepted models and practices of group counseling.
- Conduct and participate in case staffing and team meetings as necessary.
- Comply with department SATP procedures, State laws and regulations governing substance abuse counseling.
- Complete case notes, progress reports and any other required documentation in a timely and accurate manner.
- Conduct education/training classes on alcohol/drug abuse and treatment as required.
- Perform other duties as assigned by the Unit Supervisor and/or Department Director.

Qualifications: Must be a Qualified Credentialed Counselor (QCC) and be registered with the Texas Department of Health Services, Substance Abuse Services, must be a Licensed Chemical Dependency Counselor (LCDC). Counselor must have the ability to efficiently utilize word processing software and other specialized software programs necessary for communication, report writing and record keeping requirements. Counselor must have good verbal and written skills. Counselor must have interpersonal skills necessary to deal with offenders, public, co-workers, court personnel and personnel of other agencies and departments.

Employment at will: This job description is not intended as an all-inclusive list of job duties or responsibilities and may be modified at any time. This job description does not create a contract of employment. All employees serve at the will of the employer and may be terminated at any time for any reason that is not prohibited by federal or state law.