



COMMUNITY SUPERVISION AND CORRECTIONS  
DEPARTMENT TAYLOR, COLEMAN, AND CALLAHAN  
301 Oak Street  
Old Taylor County Courthouse  
Abilene, Texas 79602  
(325) 674-1247

Michael D. Wolfe  
Director

---

### JOB ANNOUNCEMENT

- POSITION:** Counselor Intern
- SALARY:** \$27,000 - \$30,000 (Depending on Counselor Intern Level Obtained)
- BENEFITS:** Health Insurance (100% of employee's premium paid; 50% of dependent's premium paid), Dental, Short and Long Term Disability, Life, Dependent Life, Retirement, Annual/Sick/Emergency/Birthday Leave
- DUTIES:** The Counselor Intern is under the direct supervision of the Substance Abuse Counselor (LCDC). Responsible for implementing and monitoring a substance abuse program for probationers identified as having chemical dependency issues.
1. Evaluates offenders referred for assessment.
  2. Provides out-patient treatment to offenders ordered by the Court and/or identified through supervision as being engaged in substance abusing behavior.
  3. Teaches substance abuse education and thinking reports.
  4. Facilitates the use of thinking reports.
  5. Facilitates process groups and family groups.
  6. Provides systematic instruction to groups and individuals.
  7. Promotes individual self-help techniques.
  8. As a member of the Treatment Team, works closely with the Therapist and Substance Abuse Caseload Officer on a continual basis, meeting with them regularly and providing progress reports to all interested parties as needed.
  9. Documents treatment sessions and contacts with program participants and provides monthly progress reports once monthly to the Substance Abuse Counselor (LCDC), Therapist, Deputy Director and Substance Abuse Caseload Officer.
  10. Conducts monthly staffing sessions with the Substance Abuse

Counselor (LCDC), Therapist, Deputy Director, Supervisors and Substance Abuse Caseload Officer to provide client assessment and development or revision of treatment methods and goals.

11. Completes all tasks and assignments as well as other duties as assigned in a timely manner, and is available to assist and consult with the Substance Abuse Counselor (LCDC) and Therapist as needed.
12. Conducts evaluation of Substance Abuse Program and provides statistical data to the Senior Auditor for program planning and state research reports.

**REQUIREMENTS:** Must be registered with the Texas Department of State Health Services as a LCDC Counselor Intern before accumulating supervised work experience and meet the educational and registration requirements set out by the Texas Department of State Health Services. Must complete all requirements for licensure as a Licensed Chemical Dependency Counselor, including passing both parts of the required examination within the timeframe outlined by Texas Department of State Health Services. Must sign and comply with an ethics agreement which is consistent with the LCDC standards. Experience with cognitive/behavioral models of treatment as well as the 12-step model, assessment & clinical documentation preferred. Demonstrate ability to counsel and facilitate substance abuse and behavioral intervention groups. Have skills and experience for time management techniques, motivational skills and the ability to work with administrative staff, elected/appointed officials and the general public.

Ability to work harmoniously with the administration and co-workers. Be skilled in treating offenders with substance abuse issues using counseling, individual therapy, group therapy, and family therapy, and didactic instruction. Must be computer literate and capable of managing all program administrative requirements, as no support personnel is assigned. Must have the physical ability to conduct all phases of the responsibilities and tasks.

**CLOSING DATE:** Open until filled.

**PROCESS:** Interested individuals meeting the above requirements may obtain an application from [www.taylorcscd.org](http://www.taylorcscd.org) or from the Taylor County Community Supervision and Corrections Department. The completed application, current resume, official college transcripts, and copies of professional licensures should be sent to:

Community Supervision and Corrections Department  
Attn: Jessica Tipton, Human Resource Representative  
Old Taylor County Courthouse, 2<sup>nd</sup> Floor  
301 Oak Street  
Abilene, TX 79602