



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

Kyle Coker  
Director

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## JOB ANNOUNCEMENT

**POSITION:** Substance Abuse Counselor

**SALARY:** \$37,463/Annually

**BENEFITS:** Health (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

### GENERAL DESCRIPTION:

The Substance Abuse Counselor is under the direct supervision of the LCDC Supervisor. 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 LCDC Supervisor 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.
10. 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 LCDC Supervisor as needed.

**REQUIREMENTS:**

Prefer an Associate in Applied Studies Degree conferred by an institution of higher education accredited by an accrediting organization recognized by the Texas Higher Education Coordinating Board with a minimum of two years related experience. Must also be a Licensed Chemical Dependency Counselor (LCDC) by the Texas State Department of Health Services and have and maintain current license and other licensure as appropriate. 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.

Must have the desire to perform job standards, including spontaneous assignments. An awareness of the job description, responsibilities, and boundaries to be adhered to and maintained at all times.

**CLOSING DATE:** Position open until filled.

**PROCESS:** Interested individuals may obtain an application from the Taylor County Community Supervision and Corrections Department 301 Oak Abilene, TX or from [www.taylorcscd.org](http://www.taylorcscd.org). The completed **application, current resume, an official college transcript, and a copy of licensure** should be sent to:

Community Supervision and Corrections Department  
Attn: Jessica Tipton, Human Resource Director  
Old Taylor County Courthouse, 2nd Floor  
301 Oak Street  
Abilene, Texas 79602

[jltipton@taylorescd.org](mailto:jltipton@taylorescd.org)