



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:** Substance Abuse Counselor
- SALARY:** Depending On Qualifications
- 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 Substance Abuse Counselor is under the direct supervision of the Therapist. Responsible for planning, developing, 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 Therapist, Deputy Director and Substance Abuse Caseload Officer.

10. Conducts monthly staffing sessions with the 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 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: Prefer an Associates Degree with a minimum 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. Must have valid Texas Drivers License and maintain current driver's insurance.

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 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, 2nd Floor
301 Oak Street
Abilene, TX 79602