

POTTER, RANDALL & ARMSTRONG COUNTIES COMMUNITY  
SUPERVISION AND CORRECTIONS DEPARTMENT

**Job Posting (Revised 4/2026)**

*Improving lives for a safer community*

**Job Title:** LICENSED SUBSTANCE USE COUNSELOR

**FLSA STATUS:** NON-EXEMPT

**Benefits:**

- Medical, Dental, Vision, Life Insurance, Dependent Life Insurance, Short Term/Long Term Disability.
- 20 Year Retirement with 210% match with TCDRS and paid retirement medical insurance for life with ERS.
- 2 weeks paid vacation (increases with longevity)
- 14 Paid holidays per year
- Paid sick days

**Job Summary:**

Provides counseling services for a diversity of clients under this jurisdiction.

**Essential Duties and Responsibilities:**

- Conducts validated evidence-based assessments on clients for referral to appropriate treatment services.
- Provides evidence-based group substance use counseling (Tuesday/Thursday evenings) for clients in accordance with accepted models and practices of group counseling.
- Provides evidence-based individual sessions for clients in accordance with accepted models and practices.
- Participates in case staffing and team meetings as necessary while ensuring client the protection of confidential client information.
- Conducts screenings for substance use disorder.
- Attends Drug Court staffing's and weekly court meetings.
- Ensures that Standard Operating Procedures comply with state laws and regulations governing substance use counseling.
- Completes case notes, progress reports, and any other required documentation in a timely and accurate manner.
- Develops relationships and coordinates with treatment providers and community resources that can benefit our clients' needs.
- Provides training for the Department as needed.
- Demonstrates strong counseling skills.
- Communicates effectively both written and verbally.
- Demonstrates excellent people skills, organizational skills and has the ability to prioritize tasks.
- Performs other duties as assigned by the Unit Supervisor, Director or Deputy Director.
- This job requires work to be performed in person and on site to perform the essential functions of the position.

**Qualifications:**

- Licensed Chemical Dependency Counselor (LCDC); LMSW under supervision for a LCSW or LPC Associate; or a License Clinical Social Work (LCSW) or License Professional Counselor (LPC) registered with the Texas Department of Health and Human Services.
- Must have strong desire to work with justice involved individuals.
- Ability to efficiently utilize word processing software and other specialized software programs necessary for communication, report writing and record keeping requirements.
- Good communication and written skills and must have interpersonal skills necessary to deal with clients, public, co-workers, court personnel and personnel of other agencies and departments.
- Counselors who are bilingual are preferred, but it is not required.

**Working Conditions:**

The counselor works primarily indoors and in a primarily sedentary position, with some movement around the office to perform the functions of the position. The counselor is occasionally required to work with or move office equipment which can weigh up to 20 pounds.

**All CSCD Employees are responsible for the following:**

- Reports for work ready to perform responsibilities.
- Maintains a professional level of confidentiality regarding CSCD matters.
- Supports the CSCD mission and values.
- Upholds and adheres to CSCD safety rules and regulations.
- Performs professional responsibilities as required by CSCD policies, processes and procedures.
- Meets proficiency levels of required technology skills as outlined by the supervisor.
- Incorporates appropriate technology in daily work and exhibits continual growth in technologies as outlined by the supervisor.
- Performs other duties as assigned.

STARTING SALARY: Negotiable based on licensure and experience

**APPLICATIONS WILL BE ACCEPTED UNTIL POSITIONS HAVE BEEN FILLED**

To request application, please contact Betty Martinez, HR Manager, via email: [MartinezB@pottercscd.org](mailto:MartinezB@pottercscd.org) or call 806-378-3829.

References and certified college transcripts will be required if selected for an interview.