



POTTER, RANDALL & ARMSTRONG COUNTIES COMMUNITY SUPERVISION AND CORRECTIONS DEPARTMENT

Potter, Randall & Armstrong Counties CSCD Job Posting *Improving lives for a safer community*

Job Title: SUBSTANCE ABUSE TREATMENT COUNSELOR

FLSA: Full-Time /Exempt

ESSENTIAL DUTIES and RESPONSIBILITIES:

- Conducts assessments on clients for referral to appropriate treatment services.
- Provides group counseling (day/evening) for clients in accordance with accepted models and practices of group counseling.
- Participates in case staffing and team meetings as necessary.
- Ensures that Standard Operating Procedures comply with state laws and regulations governing substance abuse 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.

All CSCD Employees:

- 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.

QUALIFICATIONS:

Must be a LMSW under supervision for a LCSW, LCDC, LPC Intern, or LPC registered with the Texas Department of Health and Human Services. Counselor must have strong desire to work with substance abuse clients. 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. The counselor must have good verbal 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. Must be able to pass a background check and a drug test.

Starting Salary: Negotiable based on certification and experience.

APPLICATIONS WILL BE ACCEPTED UNTIL POSITION IS FILLED.

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

Potter, Randall and Armstrong Counties CSCD, 900 S Polk Street, Suite 900, Amarillo, TX 79101-3412

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