



DATE POSTED:06/03/2019

DATE CLOSED: 07/03/2019

Or when filled

**INTERNAL/EXTERNAL JOB POSTING**

<b>Job Title</b>	Admissions Counselor (LCDC)
<b>Requisition Number</b>	20190009
<b>Department/Program</b>	Admissions
<b>Address</b>	96 Crossroads Blvd SAT 78201
<b>Position Type</b>	Exempt, Full-Time
<b>Work days/Hours</b>	M-F, 8-5
<b>Pay Rate</b>	Based on experience
<b>Job Summary</b>	The Admissions counselor is responsible for assessing clients referred to Lifetime Recovery. This will be completed utilizing ASAM (Addiction Society of Addiction Medicine) criteria to determine level of care along with meeting the DSMV criteria. Performing individual sessions, group sessions, and working alongside a team to meet the needs and goals of the clients will also be included in the position when needed. This position will require knowledge of funding sources and maintain responsibility of communicating with the client’s referral source through the admissions process. The counselor will need to have the ability to work within a team environment as well on an independent level.
<b>Competencies &amp; Skills</b>	<p><b>Communication</b> – Expresses ideas and thoughts verbally. Expresses idea and thought in written form. Exhibits good listening and comprehension. Keeps others informed and uses appropriate communication methods.</p> <p><b>Customer Service</b> – Display courtesy and sensitivity, Manages difficult or emotional customer situations. Meets commitments. Responds promptly to customer needs, Solicits customer feedback to improve service.</p> <p><b>Judgment</b> – Displays willingness to make decisions. Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Makes timely decisions.</p>
<b>Qualifications &amp; Experience</b>	<ul style="list-style-type: none"> <li>• High School Diploma or GED required, Associates or Bachelor’s degree preferred and 2-3 years of like experience preferred</li> <li>• Hold a full-license as a LCDC in the State of Texas</li> <li>• Bilingual (English/Spanish) preferred but not required.</li> <li>• Must possess a current driver’s license and liability insurance and have reliable transportation.</li> <li>• If in Recovery, having at least one year free from addictive chemical abuse or dependency.</li> <li>• Must be able to pass a background check and drug test.</li> <li>• Type 30 wpm, be customer oriented, able to meet deadlines and work in fast paced, sometimes stressful environment.</li> </ul>

**Interested applicants should send resume/applications to:**

[hr@ltrx.org](mailto:hr@ltrx.org)

**Equal Opportunity Employer**