



DATE POSTED: 05/09/2019

DATE CLOSED: 06/09/2019

Or when filled

### INTERNAL/EXTERNAL JOB POSTING

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| <b>Job Title</b>                       | Co-Occurring Psychiatric and Substance Dependent (COPSD)<br>Admissions Counselor  |
| <b>Requisition Number</b>              | 20190008  |
| <b>Department/Program</b>              | Outpatient - 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 COPSD Counselors assess clients with Mental Health and Substance use disorders utilizing ASAM (Addiction Society of Addiction Medicine) criteria to determine level of care along with the DSMV, individual, group sessions, and working alongside a team to meet the needs and goals of the clients. Requires knowledge of the programs statement of work and maintain communication with the client’s referral source through the admissions and treatment process. Position requires knowledge of funding sources. The counselor will need to have the ability to work within a team environment as well on an independent level. Providing mental health and substance use assessments may occur outside the office. Some travel may be required. |
| <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>• Appropriate education level and 1-3 years of like experience.</li> <li>• Hold a license as a LPC in the State of Texas.</li> <li>• Bilingual (English/Spanish) preferred but not required.</li> <li>• Possess a current driver’s license and have liability insurance</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 environment.</li> </ul>  |

Interested applicants should send resume/applications to: [hr@ltx.org](mailto:hr@ltx.org)

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