

Job Description

EMPLOYEE CATEGORY:	Licensed Chemical Dependency Counselor
WORKING HOURS:	Flexible.
STATUS:	Exempt
PAY GRADE:	TBD
REPORT TO:	Designated Program Manager
GENERAL DUTIES:	Licensed Chemical Dependency Counselors are responsible for assisting substance use disorders clients in mastering their harmful addictions. They do this by helping clients understand the problems caused by their substance use disorder. They will work with clients in a group therapy session, which allows people to share their experiences and support for one another, complete individual sessions and didactic groups as scheduled.

FUNCTIONAL RESPONSIBILITIES:

- Complete all documentation pertaining to the client in the Texas Department of State Health Services, Clinical Management for Behavioral Health Services system.
- Monitor, evaluate and record client progress against the objectives of treatment plan.
- Establish a course of treatment through treatment planning and treatment plan reviews/modifications for the client and family members as appropriate.
- Engage the client in individual and group sessions to help them manage their Substance Use Disorders.
- Interact with clients' family and engage in counseling sessions for family members to assist them in understanding, dealing and supporting the client's substance use disorder.
- Collaborate with other counselors for effective treatment and participate in the client weekly staffing.
- Refer clients to other community resources for continued care options, to rule out mental health disorders and medical needs that may occur during the client's treatment episode.
- Use the Data, Analysis, Plan format of documentation, Motivational Enhancement Therapy and the Stage of Change Model for all Process Groups and individual sessions.
- Maintain confidentiality of client record and reports.
- Other job duties as assigned.

SKILLS AND ABILITIES REQUIRED:

- Possession of, and ability to maintain current Licensed Chemical Dependency Counselor license.
- Through knowledge and ability to screen/assess clients to determine appropriateness for residential treatment.
- Ability to assist Licensed Chemical Dependency Counselor and/or Licensed Chemical Dependency Counselor Interns through the Knowledge, Skills and Attitudes of counseling on treatment interventions, treatment plans, treatment plan reviews, counseling techniques and the 12 core functions of counseling.
- Some knowledge of computer hardware and software, including keyboard, word processing and spreadsheet functions.
- Ability to express one's self appropriately verbally and in writing.
- Ability to establish and maintain effective working relationships with administrative, Direct Care Team and other program employees.
- Ability to maintain total confidentiality of medical and personal information concerning clients and employees.
- Ability to function under stressful situation and work environment.
- Ability to follow written and verbal instructions.

MINIMUM REQUIREMENTS

- Hold a license as a Licensed Chemical Dependency Counselor in the State of Texas.
- Supervisory experience in the field of substance abuse or other related business.
- Must be able to pass TCIC criminal background investigation and be approved by the Texas Department of Criminal Justice/United States Probation Office/United States Pretrial Services to provide services to the forensic population.
- Willing to undergo drug testing on entry and ongoing random testing.

ACCEPTANCE:

Employee

Date

Supervisor

Date