



DATE POSTED: 10/17/2018

DATE CLOSED: 11/17/2018

Or when filled

INTERNAL/EXTERNAL JOB POSTING

Job Title	Outreach Counselor (LCDC) (Bilingual English/Spanish required)
Requisition Number	20180014
Department/Program	Outpatient Admissions – working at Methodist site
Address	96 Crossroads Blvd SAT 78201
Position Type	Exempt, Full-Time
Work days/Hours	M-F, 8-5
Pay Rate	Based on experience
Job Summary	The Outreach Counselor will work inside a Methodist Healthcare Clinic. Counselor will collaborate with other departments in an integrated care setting and meet all contract requirements. Counselor will debrief monthly with clinical director to discuss any barriers or issues. Maintain client charts; engage in intervention sessions; generate treatment plans; document daily interaction in an electronic medical record system; schedule client appointments; screen/ assess patient for substance abuse disorders; educate clients and families; track and report client’s activity; travel 20% within city; and document client service the same day.
Competencies & Skills	<p>Communication – 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>Customer Service – 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>Judgment – Displays willingness to make decisions. Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Makes timely decisions.</p>
Qualifications & Experience	<ul style="list-style-type: none"> • Bilingual (English/Spanish) required • High School Diploma or GED required, Associates or Bachelor’s degree preferred and 3 years or more of experience. • Hold a license as a full LCDC in the State of Texas. • Ability to work in an Integrated Care Model • Must possess a current driver’s license and liability insurance and have reliable transportation. • If in Recovery, having at least one year free from addictive chemical abuse or dependency. • Must be able to pass a background check and drug test. • Type 30 wpm, be customer oriented, able to meet deadlines and work in fast paced environment.

Interested applicants should send resume/applications to:

hr@litr.tx.org

Equal Opportunity Employer