

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: SUBSTANCE ABUSE COUNSELOR III -
Senior Counselor

SALARY GROUP: B16

DEPARTMENT: Rehabilitation Programs Division

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Pam Carey DATE: 10/23/2015

POSITION #: 045021

I. JOB SUMMARY

Performs advanced substance abuse counseling work. Work involves planning and coordinating substance abuse counseling programs and activities; and assigning and supervising the work of others. Works under minimal supervision with extensive latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Plans and evaluates chemical dependency counseling programs; and coordinates with other departments, divisions, agencies, and community organizations for the delivery of counseling services to offenders with histories of chemical use, abuse, or addiction.
- B. Provides advanced specialized substance abuse assessments; provides counseling and recovery skills training; and participates in educational and confrontational groups in compliance with Substance Abuse Treatment Program standards, guidelines, policies, and procedures.
- C. Maintains offender records and other records regarding services provided to include statistical feedback on evaluations; and compiles data and submits reports and related documentation as appropriate.
- D. Assigns and supervises the work of others; and assists in instructing others in program methods, procedures, and functions.

* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major coursework in Criminal Justice, a Behavioral Science, or a related field preferred. Each year of experience as described below in excess of the required four years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Four years full-time, wage-earning experience in substance abuse treatment.
3. Therapeutic community environment experience preferred.
4. Experience in the supervision of employees preferred.
5. Current valid license as a Licensed Chemical Dependency Counselor (LCDC) by the Texas Department of State Health Services or current valid Qualified Credentialed Counselor (QCC) identified by the Texas Department of State Health Services.

Must maintain valid license(s) for continued employment in position.

B. Knowledge and Skills

1. Knowledge of alcoholism, chemical dependency, addiction, co-dependency, and related disorders.
2. Knowledge of the techniques and modalities of counseling and an understanding of chemical dependency recovery.
3. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
4. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
5. Skill to observe, assess, evaluate, and analyze provided services and prepare related reports.
6. Skill in counseling dynamics.
7. Skill in problem-solving techniques.

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8. Skill to prepare and maintain accurate records, files, and reports.
9. Skill to communicate ideas and instructions clearly and concisely.
10. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
11. Skill to interpret and apply rules, regulations, policies, and procedures.
12. Skill to train and supervise employees.
13. Skill to interpret and translate Spanish to English and English to Spanish preferred.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, and automobile.