

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

POSITION TITLE: SUBSTANCE ABUSE COUNSELOR I -  
Substance Abuse Treatment Program

SALARY GROUP: B14

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 #: 045249

**I. JOB SUMMARY**

Performs routine substance abuse counseling work. Work involves treating and rehabilitating offenders in a substance abuse treatment or rehabilitation program. Works under moderate supervision with limited latitude for the use of initiative and independent judgment.

**II. ESSENTIAL FUNCTIONS**

- A. Interviews, screens, and assesses offenders for service needs and potential program participation; assists in developing and implementing treatment plans; and participates in educational groups in compliance with Substance Abuse Treatment Program standards, guidelines, policies, and procedures.
  - B. Provides substance abuse counseling and recovery skills training; monitors the operation of peer support and twelve-step recovery groups; and assists in compiling data and related documentation.
  - C. Prepares correspondence, reports, and other documents; and maintains offender records and reports pertaining to services provided and offender progress.
  - D. Assists in conducting chemical dependency program orientation sessions; and assists in conducting training programs, workshops, and seminars and in presenting educational programs on substance abuse.
- \* 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. Graduation from an accredited senior high school or equivalent or GED.
2. Must have a letter of registration as a Counselor Intern from the Texas Department of State Health Services or current certification as a Certified Criminal Justice Professional Applicant Status (CCJP-A) as approved by the Texas Certification Board of Addiction Professionals.

Selected applicants must obtain the Licensed Chemical Dependency Counselor (LCDC) license or the Certified Criminal Justice Professional (CCJP) certification within five years from the date of their registration as a Counselor Intern or CCJP-A.

Selected applicants must sign a *Credential Contingency Agreement* that will remain in effect only until the initially established expiration date. Failure to comply with this contingency statement will result in separation from employment. *Credential Contingency Agreements* will not be extended or renewed as a result of an employee's separation from employment or acceptance of another position.

Must maintain valid Counselor Intern status or CCJP-A certification for continued employment in position.

**B. Knowledge and Skills**

1. Knowledge of alcoholism and chemical dependency, addiction, co-dependency, and related disorders and of counseling and recovery.
2. Knowledge of office practices and procedures.
3. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
4. Skill to communicate ideas and instructions clearly and concisely.
5. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
6. Skill to interpret and apply rules, regulations, policies, and procedures.
7. Skill in problem-solving techniques.

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8. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
9. Skill to prepare and maintain accurate records, files, and reports.
10. Skill to review technical data and prepare technical reports.
11. 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.