

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
JOB DESCRIPTION**

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

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: Rene Hinojosa DATE: 08/23/2018

POSITION #: 045020

**I. JOB SUMMARY**

Performs highly complex substance abuse counseling work. Work involves treating and rehabilitating offenders in a substance abuse treatment or rehabilitation program; and training others. Works under limited supervision with considerable 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; develops and implements 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 compiles related data and documentation.
  - C. Compiles data and prepares and submits correspondence, reports, and other documents; and maintains offender records and reports pertaining to services provided, offender progress, and workload statistics.
  - D. Conducts chemical dependency program orientation sessions; conducts training programs, workshops, and seminars; and presents educational programs on substance abuse.
  - E. Implements follow-up and after care plans for offenders that participate in the program prior to their release; and disseminates information on community resources for offender placement in follow-up treatment.
- \* 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. Two years full-time, wage-earning experience in substance abuse treatment or substance abuse education.
3. Therapeutic community environment experience preferred.
4. Current valid license as a Licensed Chemical Dependency Counselor (LCDC) by the Texas Department of State Health Services, or current valid certification as a Certified Criminal Justice Professional (CCJP) by the Texas Certification Board of Addiction Professionals, or a current qualifying credential to conduct counseling in a treatment environment.

Must maintain valid license or 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 the techniques and modalities of counseling and an understanding of chemical dependency recovery.
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.
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.

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10. Skill to review technical data and prepare technical reports.
11. Skill to conduct interviews and administer screening tools.
12. 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, calculator, copier, fax machine, telephone, dolly, and automobile.