

**COMMUNITY SUPERVISION AND CORRECTIONS DEPARTMENT  
JOB DESCRIPTION**

**IDENTIFICATION:**

**POSITION:** Counselor

**FLSA Status:** Non-Exempt, Full-time

**Location:** Terrell

**Supervisor:** Unit Supervisor

**Salary:** \$38,000 - \$44,200, depending on qualifications and experience

**OPEN:** Wednesday, December 27, 2017

**CLOSED:** Until Filled

**JOB SUMMARY:**

The basic purpose of this position is to conduct substance abuse assessments, make appropriate recommendations, implement and deliver treatment services. Treatment services may include group facilitation, individual counseling, and treatment team meetings.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** (includes but is not limited to):

- Conduct substance abuse assessments and provide appropriate recommendations for treatment factoring in criminal history and risk/needs assessments.
- Review requests for additional treatment options
- Work with supervising CSO in continued evaluation and monitoring of probationer.
- If applicable, make appropriate treatment referrals to grant funded treatment programs.
- Conduct individual and group sessions.
- Maintain case progress notes for probationers in group sessions.
- Interact with referral agencies.
- Advise probationers of outside resources for assistance.
- Plan, develop, and conduct counseling sessions.
- Perform all other related duties as assigned.
- Train staff in relation to treatment components and requirements.

**QUALIFICATIONS:**

**Knowledge/Experience:** to qualify for this position, the following background and skill levels are required.

**Minimum Education, Certification and Experience:**

Background and knowledge requirements:

- Licensed Chemical Dependency counselor (LCDC) as defined by the Texas Department of State Health Services (DSHS) with a Bachelor's or Master's Degree from an accredited college or university; **OR**
- Must have one (1) year or more of paid work experience as a LCDC.

**OR**

- Master degree in counseling or related field.
- Fully licensed Master level counselor. Acceptable licensure: LMSW, LPC, LMFT, LCSW. **(Intern applicants do not meet this position's criteria)**
- Meet and maintain TDCJ-CJAD and DSHS training hours requirement.
- Skilled in counseling and interviewing and has a working knowledge of community referral sources.

**NECESSARY SKILLS:**

For this position the following skills and abilities must be demonstrated at a level of proficiency achieved within a normal and customary time period.

- Knowledge of evidence-based supervision and treatment interventions.
- Knowledge of the process of criminal thinking and how it relates to substance use/ abuse.
- Knowledge of social learning theory and behavior management principles.
- Knowledge of graduated responses to non-compliance as it relates to substance use/abuse.
- Knowledge of relapse prevention strategies.
- Knowledge and understanding of CJAD Standards.
- Knowledge and understanding of Department Policy and Procedures.
- Skilled in interviewing and assessing for criminogenic risk and needs.
- Skills in reviewing risk and needs assessments to determine if treatment recommendations are in compliance with grant conditions.
- Skilled in developing probationer case plans and behavioral contracts.
- Skilled in motivational enhancement techniques and motivational interviewing.
- Knowledge and skill in counseling and crisis stabilization techniques.
- Knowledge and practice of application counseling theories.
- Good written and oral communication skills.
- Mastery of Departmental information systems to include PIN and Microsoft Office Software.

**TO APPLY: ALL APPLICANTS MUST COMPLETE AND SUBMIT A KAUFMAN COUNTY EMPLOYMENT APPLICATION AND RESUME TO KAUFMAN COUNTY HUMAN RESOURCES.**

**CERTIFIED COLLEGE TRANSCRIPTS AND VERIFICATION OF LICENSURE MUST BE PROVIDED AT TIME OF INTERVIEW**