

Part Time Chemical Dependency Counselor
Williamson County CSCD (Community Supervision and Corrections Department)

Essential Duties:

- Facilitate Outpatient level services, as assigned. The outpatient services group offerings include but are not limited to: Intensive Outpatient, Aftercare, and/or Supportive Outpatient (aka: Thrive). Some Individual counseling sessions may be assigned when appropriate.
- Works under well-defined policies and procedures
- Accurate and timely Documentation including effectively monitor group participants treatment progress
- Prepare Monthly Progress Reports, on each group participants, for record keeping with the Community Supervision Officers
- Consult with Community Supervision Officers related to participant supervision and progress
- Applicants will utilize evidence-based practices (Primarily CBT), when working with all program participants
- Refer participants to available community resources, when necessary
- Maintain case records using Electronic Health Records, but some hand-written documentation may be required as well
- Work well with others in a professional office environment
- Other duties as assigned

Physical Demands:

- Position involves prolonged writing, typing, sitting, standing, walking, reaching, twisting, turning, kneeling, bending, stooping and some light lifting in the performance of daily activities.

Environmental Factors:

- Daily contact with persons charged and/or sentenced with felony and misdemeanor crimes
- Williamson County has adopted a Tobacco-Free Workplace policy. This policy prohibits smoking or use of any tobacco product on Williamson County Premises.

Minimum Requirements:

- Applicants must be able to pass a criminal background check
- Applicants must be familiar and experienced with CBT
- Applicants must be licensed by the State of Texas as a Behavioral Health Specialist, and meet the requirements, by TDCJ-CJAD Standards, of a Qualified Credentialed Counselor. This includes, but is not limited to: LCDC, LPC, LMSW, LMFT. LCDC-I may be hired on a case-by-case basis

Preferred Requirements:

- Prior experience working with adult offender population and substance abuse population.

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Varied Hours:

- Part time hours may include evenings and/or weekends

Organization Relationships:

- Reports directly to the Director of Outpatient Services program.

Fair Labor Standards ACT (FLSA) Status:

- Hourly Part Time

Salary Range: \$35 per hour for Qualified Credentialed Counselor. \$15 per hour for LCDC-I

Williamson County Community Supervision and Corrections Department is an Equal Opportunity Employer and complies with the Americans with Disabilities Act.