

Job Description

Job Title: Licensed Chemical Dependency Counselor

Classification: Full-Time/Non-Exempt

Reporting Supervisor: Treatment Division Manager

Positions Supervised: none

Job Qualifications:

1. QCC as defined by The Texas Commission on Alcohol and Drug Abuse.
2. Prefer a Bachelors degree in Human Service or other related field
3. Must be able to pass background check and drug screen.
4. Ability to lift 30 pounds due to the transportation of files, televisions, and other minor articles to conduct off-site groups.
5. Ability to physically reach, stand, kneel, crouch/stoop, squat, and the ability to climb stairs.
6. Ability to demonstrate effective problem-solving skills, written and verbal communications skills.
7. Valid Texas driver's license and continuous proof of automobile liability insurance.
8. Ability to operate computers, general office machines, and general office equipment.
9. Ability to adjust schedules to meet needs of programs.
10. Must be willing to continue to educate, grow, and develop in career area.
11. Must be willing to cross-train in other service areas.
12. Must be a team player.
13. Must be competent in the chemical dependency treatment field specific to assigned area.

Position Expectations:

1. Work closely with the Treatment Division Manager, other Counselors, Counselor Interns, administrative staff, intake staff, and Education Specialists.
2. Carry a caseload according to the HHSC/DSHS Standards for the assigned level of treatment.
3. Conduct all report and record-keeping according The Council on Alcohol and Drug Abuse – Coastal Bend’s policies and procedures and HHSC/DSHS Standards.
4. Conduct quality record reviews as assigned.
5. Conduct group and individual counseling sessions according to The Council on Alcohol and Drug Abuse – Coastal Bend’s policies and procedures and HHSC/DSHS Standards.
6. Participate in the Counselor Intern Training Program and supervise Counselor Interns.
7. Conduct and attend training as assigned.
8. Meet with individuals, professionals, and groups, including participants and clients, to provide education, outreach, screening, brief period of counseling, referrals, and community services as assigned.
9. When assigned, meet with administrators from other organizations to enlist their commitment to form a collaborative partnership.
10. Provide problem solving to reach common goals and guide other staff and/or organizations in achievement of these goals.

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11. Maintain open and on-going communication between team members, management, and the community.
12. When assigned, assist in promoting special events and publicizing the agency's services.
13. Coordinate programs and activities with other staff and/or community agencies to deliver services effectively and efficiently.
14. Attend monthly/weekly meetings as requested by management.
15. If assigned, submit end-of-the-month stats to the Community Outreach, and Intervention Services Division Manager.
16. Attend and participate in all The COADA – Coastal Bend training programs, client staffing, and other staff functions as assigned.
17. Work flexible hours as needed to complete job expectations.
18. Responsible for CMBHS reporting information to be submitted electronically to HHSC/DSHS.
19. Notify Treatment Division Manager of problems and/or when unable to report for scheduled activities. If the Treatment Division Manager is out, notify the Executive Director or his/her representative.
20. Complete all job duties in compliance with The Council on Alcohol and Drug Abuse – Coastal Bend's policies and procedures and HHSC/DSHS Standards.
21. Continue to educate, grow, and develop in career area (e.g. workshops and trainings).
22. Responsible understand and follow agency communication chain of command.
23. Responsible to understand job position boundaries. If the employee is uncertain if they are authorized to perform, or represent the agency in an activity and/or function, they are to contact the Executive Director for clarification prior to taking any action. If the Executive Director is out, contact the Executive Director's representative.
24. Other duties as assigned.

I have been provided information regarding insurance coverage.

I have been informed about personal risks and liabilities with this position.

I have read and received a copy of the job description for my position.

I have been given a copy of The COADA - Coastal Bend's policy and procedure manual.

Signature

Date