

**38<sup>th</sup> & 454<sup>th</sup> Judicial Districts**  
**Community Supervision and Corrections Department**  
**Community Corrections Facility**

**Job Description**

**Job Title:** Counselor

**Reports to:** Senior Counselor

**Supervises:** None

**Education - Required:** High school diploma or GED and must be LCDC or other Qualified Credentialed Professional with one (1) year full-time substance abuse employment background. Persons who are on a Counselor Intern states (CI) will not be considered for hiring.

**Experience - Required:** Stated in Education Requirement above.

**Job Duties:**

- X Counselor will conduct and/or review all assessments and develop a treatment plan based on the results of the assessments for each assigned resident
- X Adhere to treatment standards established by TDCJ, TDCJ-CJAD and CCF
- X Facilitate group process according to the Criminal Conduct and Substance Abuse Treatment curriculum and program schedule
- X Provide individual counseling as outlined in the Substance Abuse Standards and on an as-needed basis
- X Respond to resident crisis and emergency situations whenever called upon
- X Work closely with the supervision officers, the education specialist, and other staff members in the treatment of the residents
- X Prepare for and participate in the Team Staffing Process
- X Will be required to counsel residents in mental health areas as they relate to chemical dependency if those areas indicate counseling is needed
- X Assist in the reintegration process by identifying support systems available to the resident upon completion of the program
- X When directed by the Senior Counselor or Facility Director, facilitate 12 Step Meetings
- X Must possess a valid Texas Driver's License
- X Must have a telephone number at which he/she can be reached
- X Must possess and maintain personal Texas automobile liability insurance
- X Any other duties as requested by their supervisors

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATIONS:**

- a. Must possess, with or without corrective lenses, good distance vision in at least one eye and the ability to read normal size print. Normal hearing ability, with or without a hearing aid, is also required. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, identify colors, write, count, speak, analyze, alphabetize, lift and carry 35 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, 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.

**Certifications, licenses, registrations, or diplomas:** Must show proof of high school diploma and LCDC or other Qualified Credentialed Professional license