



ATASCOSA COUNTY JOB DESCRIPTION

DEPARTMENT: Atascosa County Juvenile Detention Center, Atascosa Substance Abuse Program (ASAP)

JOB TITLE: Licensed Chemical Dependency Counselor, LCDC

DATE APPROVED:

EMPLOYMENT STATUS: Part Time, Hourly, FLSA Non-exempt

Job specifications are intended to present a description list of the range of duties to be performed. This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Other duties may be assigned. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Job Summary:

Provide direct services to detained youth court ordered to the Atascosa Substance Abuse Program (ASAP) and Atascosa County Juvenile Detention Center.

Essential Duties and Responsibilities:

Essential functions are the basic job duties that an employee must be able to perform, with or without reasonable accommodation. The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. The omission of a function does not preclude management from assigning essential duties not listed herein if such duties relate to the position.

- Performs biopsychosocial intakes and assessments, and explores diagnoses with course of treatment.
- Screens for substance abuse, including physical and mental health status.
- Develops treatment plans, including measurable goals and objectives, and completes review for progress.
- Facilitates psycho-education classes, group therapy, support groups, and individual counseling.
- Inputs clinical documentation into case management systems and case files in a timely manner for all services rendered with or on behalf of clients.
- Links and refers clients and their families presenting to the center to appropriate ongoing services.
- Performs other related duties as required.

Education and Experience

- Associate's Degree in psychology, sociology, social work, or a related field and
- One (1) year of experience working with clients diagnosed with substance abuse, mental health, or dual diagnosis

Licenses or Certifications

- Current Texas licensure as a Licensed Chemical Dependency Counselor (LCDC) in good standing

Other Requirements

- Must maintain a valid driver's license and automobile insurance coverage, be able to travel as needed, and be able to meet on a consistent basis the driving record requirements of the Company's auto insurance carrier if you drive your personal vehicle, or a County fleet vehicle during company business
- Must maintain required credentials and mandatory training requirements to ensure compliance with all State regulations and CHCS policies

PREFERRED QUALIFICATIONS

- Bachelor's degree from an accredited college or university, preferably in a behavioral science
- Minimum of one (1) year of full-time work experience in the social services or substance abuse services
- Professional experience working with clients diagnosed with substance abuse and/or co-occurring disorders
- Bilingual (English / Spanish)

SUPERVISION

- Job has no responsibility for the direction or supervision of others.

COMPETENCIES FOR SUCCESSFUL PERFORMANCE OF JOB DUTIES

Knowledge of:

- Active listening methods
- Accepted principles of client record management
- HIPPA regulations
- Clinical terminology
- Counseling techniques, theories, and interventions
- Applicable software applications
- Modern office procedures, methods and computer equipment

SKILL IN:

- Effective group facilitation and management
- Organization and time management
- Performing a variety of duties, often changing from one task to another of a different nature
- Performing basic mathematical functions such as addition, subtraction, multiplication, division, percentages, and ratios

ABILITY TO:

- Gather information and collect data
- Translate assessment information into measurable treatment goals and outcome statements
- Modify treatment plans, as necessary
- Lead therapeutic groups
- Prepare clear and accurate reports
- Effectively communicate, both verbally and in writing
- Establish and maintain effective working relationships
- Maintain accurate and complete records
- Meet schedules and deadlines of the work
- Understand and carry out oral and written directions
- Accurately organize and maintain paper documents and electronic files
- Maintain the confidentiality of information and professional boundaries

WORK ENVIRONMENT/CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Good: Relatively free from unpleasant environmental conditions or hazards. Office environment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to meet the physical requirements to complete SAMA and CPR training including lifting up to 50 lbs. and supporting up to 55 lbs.; bending, stooping and getting on and off the floor without assistance.
- Must have adequate mobility that requires frequent walking, standing, bending, stooping, kneeling, reaching (vertical and horizontal), using fingers, hands, feet, legs and torso in various care.

By signing below, you acknowledge and understand the above requirements and that the inability to show proficiency in any of the areas listed above could disqualify you from employment. If you are an applicant, your signature acknowledges you fully understand your financial responsibility for the pre-employment physical and that you will be reimbursed for the total cost after successful completion of the 90-day probationary period.

I fully understand the above job description as written and explained to me and I accept the responsibilities and requirements listed.

STAFF PRINTED NAME

STAFF SIGNATURE

DATE/TIME

DETENTION SUPERINTENDENT SIGNATURE

DATE/TIME