

IOP - ALCOHOL AND DRUG ABUSE COUNSELOR

GENERAL DESCRIPTION:

The Alcohol and Drug Abuse Counselor will address the intervention and rehabilitative needs of the offenders referred to them from Community Supervision Officers. The counselor will co-facilitate the department grant operated evening Intensive Outpatient Treatment Program. The program is open-ended ongoing course which provides offenders in Community Supervision with substance abuse and cognitive treatment. The program has up to 16 offenders in care at all times, the caseload size for each counselor would be eight offenders. The counselors conduct the treatment curriculum and conduct individual treatment sessions during the treatment program hours. Offenders are present for treatment 3.5 hours each evening, 2 evenings a week for 8 weeks in duration. The other time in work schedule is for documentation and preparation.

LOCATION:

Hays County Government Center
712 S Stagecoach Trail, suite 1326
San Marcos, Texas 78666

WORK SCHEDULE: (37.5 hours week, full-time status)

Mondays: 8:30 am – 8:30 pm

Tuesdays: 8:30 am – 5:00 pm

Wednesdays: 8:30 am – 9:00 pm

Thursday: 8:30 am – 5:00 pm

Schedule is subject to change based on departmental needs. Lunch hour provided.

ADMINISTRATIVE / PROGRAM DUTIES:

- Maintain status as a Qualified Credentialed Counselor per the Licensing Board, which correlates with the license possessed by the employee.
- Comply with the Texas Department of Criminal Justice – Community Justice Assistance Division Standards, Section 163.40 – Substance Abuse Treatment.
- Conduct Substance Abuse Screenings, Substance Abuse Evaluations and/or Substance Abuse Assessments, to determine appropriate level of care needed.
- Engage in face-to-face interactions with offenders to help offenders identify, understand, and resolve their personal issues and problems related to their substance abuse or chemical dependency. Counseling may take place in groups or in individual meetings.
- Develop and monitor individualized treatment plans.
- Aid offenders in developing Relapse Prevention Plans.
- Complete treatment documentation including Master Treatment Plans, progress notes, Discharge Plans and Discharge Summaries.
- Conduct a minimum of four individual sessions with each offender in the program over a 6-week period which would include intake session, treatment planning session, treatment team meetings, and discharge sessions.

- In coordination with the Director of the Programs Division and/or their designee, facilitate referrals to treatment placements to assist offenders in gaining sobriety.
- Consult with the referring Community Supervision Officer as needed.
- Assist offenders to gain and maintain sobriety through appropriate substance abuse education, intervention, and treatment.
- Provide individual alcohol and drug education and cognitive counseling services as needed.
- Facilitate Cognitive Programming at the other sites and programs as needed.
- Connect offenders who gain sobriety while attending Department programs, groups, and courses to appropriate aftercare programs within this Department as well as within offender's community of residence.
- Facilitate referrals to mutual support groups as they pertain to the needs of the participant.
- Monitor mutual support group attendance of clients required to attend such groups as part of course curriculum.
- In order to establish goals for participants, consult or otherwise communicate with caseload officers and/or management as the need arises.
- Facilitate programs, groups, and courses, during days or evenings as needed.
- Notify appropriate administrative personnel on all emergencies or any crisis which arises. If any incident arises in the course of instruction, the incident must be reported on an Incident Report Form. The Form must be placed in the group folder so appropriate personnel may have access. The Director and/or the Supervisor of the Programs Division may be contacted concerning any and all incidents.
- Follow the procedures at all locations as instructed on the Building Security Form(s).
- Other duties as assigned by Director and/or Supervisor of Programs Division; and immediate supervisor.

QUALIFICATIONS:

- Five (2) years' experience in the counseling field preferred.
- Must possess a valid driver's license and willing to work flexible hours as needed.
- A qualified credentialed counselor, graduate or counselor intern working towards licensure that would qualify them to be a qualified credentialed counselor (QCC). A QCC includes the following:
 - Licensed Chemical Dependency Counselor, Licensed Professional Counselor, Licensed Master Social Worker, Licensed Marriage and Family Therapist, Licensed Psychologist, Licensed Physician, Licensed counselor Intern working towards their licensure, Licensed Physician's Assistant, Certified Addiction's Registered Nurse, Licensed Psychological Associate.
- Strong written and oral communication skills.
- Strong computer skills / typing skills.
- Teaching/Group Facilitation abilities.

Employment with the Department is on an at will basis. Employees are not employed under a contract and are free to leave their employment at any time, for any reason or no reason, without contractual obligation. Likewise, the department is free to terminate employment at any time, for any reason or no reason, without contractual obligation