

**JEFFERSON COUNTY  
EMPLOYMENT OPPORTUNITY**

**Job Title:** Substance Abuse Counselor (Beaumont Office)  
**Department:** Community Supervision & Corrections  
**Unit:** Beaumont  
**Reports To:** Unit Supervisor & Jefferson County Drug Intervention Program Quality Credentialed Counselor  
**Salary:** \$39,575.78 annually (\$19.0268 per hour)  
**Application Deadline:** Open Until Filled

**NOTE: JEFFERSON COUNTY APPLICATION REQUIRED**

<https://co.jefferson.tx.us/Careers>

**DUTIES AND RESPONSIBILITIES**

**Essential Job Functions:** Orients probationers to program rules, goals, services and procedures; conducts in-depth alcohol/drug/criminogenic assessment of needs; facilitates cognitive programming; conducts drug education including 12 Step Orientation, Relapse Prevention, and Cognitive Interventions; makes appropriate referrals when indicated; responds to changing needs of probationers through use of individual counseling, re-assessments and crisis intervention; keeps accurate daily log of program activities; maintains working relationship with other agencies and programs in the area to further rehabilitation, provides progress updates to Drug Intervention Court Judge prior to court as well as participates in regularly scheduled court hearings; conducts urinalysis screenings and assists in any other drug screening component of program when necessary; initiates and maintains clinical documentation and records according to standards and departmental procedures. Develops and maintains a professional and positive working relationship with probationers and staff. Provides coverage as necessary for other positions; assists with field/home visit within the probationer's community. Attends training and certification classes necessary to meet requirements of the state of Texas and the department for proper licensing of required substance abuse services; testifies in court as on a bi-weekly basis and/or as necessary. Regular and predictable attendance with schedule flexibility are essential functions of this position as well as travel to our satellite office in Port Arthur.

**Other Job Functions:** Performs other job related duties as directed and/or as assigned to ensure on-going quality of treatment services and successful treatment outcomes for participants, including but not limited to collection of statistical data for auditing of records and information provision for grant funded program assistance.

**Note:** The above describes the general nature and level of work being performed by employees holding this position. This is not intended to be an exhaustive list of all duties and responsibilities required, nor is all duties listed necessarily performed by any one employee so classified.

**EQUIPMENT USED** Automobile, television, VCR, DVD player and overhead projector; general office equipment as needed; personal computer; drug detection screening equipment and apparatus.

**JOB REQUIREMENTS**

**Education & Experience:** Must be a Counselor Intern Level III or higher with a minimum of 2000 intern hours completed or Licensed Professional Counselor or Licensed Chemical Dependency Counselor with two or more years in substance abuse treatment service provision; preference given to experience with criminal justice populations. Must know and abide by HIPPA laws, the Texas Department of State Health Services, the Texas Health and Safety Code (i.e. Title 25 of the Texas Administrative Code, Chapter 140 Subchapter I), and diagnosis according to DSM IV and/or DSM V criteria.

**Knowledge, Skills & Abilities:** Effective written and verbal communication skills; knowledge of chemical dependency and addiction; knowledge of substance abuse recovery dynamics and 12 Step Recovery philosophy; strong interpersonal communication skills; ability to work effectively with the public, the courts, the treatment community, and department and program colleagues; ability to plan and coordinate activities; ability to analyze and problem solve; work effectively with within both individual and various group settings; have a commitment to continuing education through self-directed study, workshops, in-service training, and other approved studies; computer experience is necessary and is an essential function of this position (including but not limited to knowledge and use proficiency with Word Documents, Excel, PowerPoint Presentations, AccuCare electronic health record and billing system and Correction Software Solutions).

**WORK SITUATIONS/DEMANDS/EFFORT**

Work requires regular and predictable attendance; organization, prioritizing, attention to detail and working with others; flexibility is a must in performing a variety of these duties; must be able to work in a stressful environment with criminal offenders exhibiting alcohol and substance use disorders. Must maintain valid Licensure and/or Certifications for LCDC practice. Applicant **must be available to work a flexible schedule (11am – 8pm and/or 8am – 5pm); some evening and weekend hours required.**

**WORKING CONDITIONS**

Work is performed primarily in a climate controlled private office environment. While performing field work, employee may be subject to adverse weather and environmental conditions, physical and safety hazards while working in high crime areas, driving in traffic.

**PHYSICAL REQUIREMENTS**

Work is primarily sedentary; duties require reaching, lifting and carrying objects weighing up to 10 lbs.; prolonged sitting to work at computer, walking; duties may require occasional to frequent loading, lifting, and carrying of file boxes weighing over 10 lbs.

**Apply at: Human Resources Department  
Jefferson County Courthouse, Annex 1 Building  
1225 Pearl St., Suite 201, Beaumont, TX 77701  
(409) 839-2391**

Fax: (409) 839-2399

E-mail resumes and/or signed applications to: [hrdept@co.jefferson.tx.us](mailto:hrdept@co.jefferson.tx.us)

Jefferson County is an equal opportunity employer. The County does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, veteran status (disabled), genetic information, sexual orientation, gender identity or expression, or political affiliation in employment or the provision of services. To request a reasonable accommodation or other assistance, contact a Human Resources representative at (409) 839-2391, or for the hearing impaired, through RELAY Texas at 1-800-735-2989 or mail your request to 1225 Pearl St., Suite 201 Beaumont, Texas 77701.