

**JEFFERSON COUNTY  
EMPLOYMENT OPPORTUNITY**

<b>Job Title:</b>	Substance Abuse Counselor – Women’s Center
<b>Department:</b>	Community Supervision and Corrections
<b>Reports To:</b>	Women’s Center Director
<b>Salary:</b>	\$19.5976/hour, plus benefits package including medical insurance through the Employees Retirement System and retirement savings through the Texas County and District Retirement System
<b>Application Deadline:</b>	Open Until Filled

**NOTE: JEFFERSON COUNTY APPLICATION REQUIRED**

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

**DUTIES AND RESPONSIBILITIES**

**Essential Job Functions:** Orients Residents to program rules, goals, services and procedures; conducts in-depth alcohol/drug/criminogenic assessment of Resident needs; facilitates cognitive programming; conducts drug education including 12 Step Orientation, Relapse Prevention, and Cognitive Intervention; makes appropriate referrals when indicated; responds to changing needs of Residents 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 Resident rehabilitation, provides Resident progress updates to Drug Intervention Court Judge prior to court as well as participates in regularly scheduled court hearings; assists in 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 Women’s Center Residents and staff. Provides coverage as necessary for other positions including the Residential Supervisor. 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 necessary. Regular and predictable attendance is an essential function of this position.

**Other Job Functions:** Performs other job related duties as directed.

**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:** High School diploma or G.E.D.; may be Qualified Credentialed Counselor which includes Licensed Chemical Dependency Counselor, Counselor Intern Level III or higher with a minimum of 2000 intern hours completed or Licensed Professional Counselor with two or more years in substance abuse treatment; preference given to drug-involved criminal justice population. Must know and abide by the general provisions of the “Confidentiality of Alcohol and Drug Abuse Patient Records” as found in the Federal Register, Tuesday, July 9, 1987, volume 52, No.110.

**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 various individuals and groups; have a commitment to continuing education through self-directed study, workshops, in-service training, and other approved studies; computer experience is preferred.

**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. Must maintain Qualified Credentialed Counselor status.

**WORKING CONDITIONS**

Work is performed on site at the Jefferson County Women’s Center; must be available to work a flexible schedule, but the duties are predominantly required Monday – Friday.

**PHYSICAL REQUIREMENTS**

Duties require frequent walking, reaching, lifting, carrying, and housekeeping duties; drives vehicle as necessary.

**Apply at: Human Resources Department**  
**Jefferson County Courthouse, 1225 Pearl St. Suite 201, Beaumont, TX 77701**  
**Phone: (409) 839-2391**  
**Fax: (409) 839-2399**  
**E-mail APPLICATION/RESUME to: [hrdept@co.jefferson.tx.us](mailto:hrdept@co.jefferson.tx.us)**  
**Application may be found @ <https://co.jefferson.tx.us/Careers>**  
**Please use Microsoft Word or PDF when submitting applications.**

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.