

**51<sup>st</sup>, 119<sup>th</sup>, 340<sup>th</sup> and 391<sup>st</sup> JUDICIAL DISTRICT**  
COMMUNITY SUPERVISION AND CORRECTIONS DEPARTMENT  
[www.conchovalleycscd.org](http://www.conchovalleycscd.org)

**OPENING DATE: 11/08/2011 / CLOSING DATE: Open Until Filled**

**POSITION: Counselor**

**IMMEDIATE SUPERVISOR: Supervisor**

**SALARY: \$31,674 - \$35,649 (commensurate with experience)**

**DEPARTMENT/LOCATION: CVCSCD/Bryant Blvd.**

**POSITION OVERVIEW:**

The Counselor works under the guidance of a Supervisor. The Counselor is responsible for providing comprehensive counseling services/classroom instruction and guidance to a client caseload in the areas of substance abuse, emotional and mental health issues, and life skills within the scope of CSCD programming, policies and procedures and DSHS Standards.

**THE CONCHO VALLEY CSCD IS A DRUG FREE WORK ENVIRONMENT. ALL PERSONS SELECTED FOR POSSIBLE EMPLOYMENT SHALL SUBMIT TO A DRUG SCREEN FOR CONTROLLED SUBSTANCES PRIOR TO EMPLOYMENT, FAILURE OF THE DRUG SCREENING WILL RESULT IN AN IMMEDIATE WITHDRAWAL OF ANY AND ALL OFFERS OF EMPLOYMENT.**

**CRIMINAL INVESTIGATION OF PROSPECTIVE EMPLOYEES IS CONDUCTED.**

**DUE TO THE VOLUME OF APPLICATIONS ANTICIPATED, ONLY THOSE PERSONNEL TO BE INTERVIEWED WILL BE CONTACTED. THANK YOU FOR YOUR INTEREST IN WORKING FOR THE CONCHO VALLEY COMMUNITY SUPERVISION AND CORRECTIONS DEPARTMENT.**

**APPLICATION PROCEDURE:**

Qualified internal candidates must submit a letter of interest and current resume. These documents will be accepted in person, by mail or by fax.

Qualified external candidates must complete an application that may be obtained from the Concho Valley CSCD website or the office listed below. Applications will be accepted in person, by mail or by fax.

Concho Valley Community Supervision & Corrections Department  
Jeana Lacy, Human Resources Director or Nancy McClain, Human Resources Administrative Assistant  
[www.conchovalleycscd.org](http://www.conchovalleycscd.org)  
3036 N. Bryant Blvd.  
San Angelo, TX 76903  
325/658-6346 (fax)

*The Concho Valley Community Supervision & Corrections Department is an Equal Opportunity Employer*

**CONCHO VALLEY  
COMMUNITY SUPERVISION AND CORRECTIONS DEPARTMENT**

**COUNSELOR**

**PRINCIPLE DUTIES AND RESPONSIBILITIES:**

1. Conducts therapeutic group and individual counseling.
2. Completes client psychosocial assessments, develops and revises client treatment plans.
3. Conducts weekly client progress assessments and any reports on client status and activities as required.
4. Conducts substance abuse education as described by program.
5. Conducts personal and social adjustment training as described by program.
6. Develops referral linkages with community resources.
7. Adheres to licensure standards/rules governing confidentiality.
8. Maintains client files with comprehensive documentation of all treatment activities.
9. Attends staff meetings and training sessions as required.
10. Reports any and all personnel problems to Program Director or Counselor Supervisor.
11. Conducts self in a professional manner with colleagues in the criminal justice system, with offenders, with victims, and with the public.
12. Complies with TDCJ-CJAD Code of Ethics.
13. Performs other duties as required.

**MINIMUM QUALIFICATIONS:**

LCDC, LPC, or LPC-Intern

Ability to express ideas clearly and concisely, both orally and in writing

Demonstrated ability to conduct therapeutic counseling for individuals and groups

NCIC/TCIC background check meeting TDCJ PD75 guidelines

Must pass pre-employment drug test

Must possess a solid understanding of the dynamics of the disease of addiction and various program types pertinent to the addictive personality

Prefer prior working experience in the Criminal Justice System

Ability to work in stressful situations

Ability to operate various office equipment

Have the ability to utilize a personal computer

Be able to work independently and efficiently

Possess skills to communicate effectively both orally and in writing

**SPECIAL KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to conduct fair and objective investigations

Possess good judgment and sound decision making skills

Ability to project and maintain an image consistent with the aims, goals and philosophy of the Concho Valley Community Supervision and Corrections Department

Ability to effectively and consistently communicate the mission and philosophy of the Department

Ability to take direction and critique from supervisory and administrative personnel

Ability to follow the philosophy, policies, procedures and directives of the Concho Valley Community Supervision and Corrections Department

**ADDITIONAL REQUIREMENTS:**

Must possess a valid Texas Driver's License (if employee is coming to this position from another state, this requirement must be met no later than thirty days following date of employment).

Must have a telephone number at which they can be reached

Must have access to an automobile in good repair that can be used while on duty

Must have the appropriate automobile insurance