

<b>Job Title</b>	<b>Treatment Coordinator/Therapist</b>
<b>Employer/ Agency</b>	The Council on Recovery
<b>Job Description</b>	<p><b>POSITION SUMMARY</b> This position is primarily responsible for providing the following services to clients: assessing clients for possible admission into IOP services, client orientation, family introductions, coordinating referrals and acting as a liaison to other Center/Council services. Other duties may include individual, couples, family and group therapy, outpatient treatment, and aftercare. Target populations include individuals with substance abuse and/or addiction issues, co-occurring mental health disorders and their families. This position provides input to team clinical decisions and the development of clinical procedures and protocols. A person in this position also assists clinically and administratively in other departments as assigned. This position will assist the director in program development, implementation and daily business operations.</p> <p><b>JOB RESPONSIBILITIES</b></p> <ul style="list-style-type: none"> <li>• Conducts clinical assessments and writes required reports</li> <li>• Conducts client orientation and family introductions</li> <li>• Provides individual, couples, family and group therapy as needed</li> <li>• Develops and maintains relationships with private practitioners, treatment centers and other organizations</li> <li>• Coordinates referrals and services for clients</li> <li>• Completes appropriate documentation (e.g. assessment, service tracking forms, progress notes, discharge notes etc.) and meets compliance guidelines related to diagnoses, service delivery, billing, and agency policies and procedures</li> <li>• Remains up-to-date on clinical theory, therapeutic techniques and treatment protocols</li> <li>• Participates in team meetings, case staffings, and other agency activities as appropriate</li> <li>• Maintains clinical licensure</li> <li>• Assists with daily business operations</li> <li>• Performs other duties as assigned</li> </ul>
<b>Qualifications</b>	<p><b><u>EDUCATION AND EXPERIENCE QUALIFICATIONS</u></b></p> <p><i>Education:</i> Clinical License (e.g. LCDC, LCSW, LMSW, LPC, LMFT)</p> <p><i>Experience:</i> Experience providing assessment, individual, couples, family and group therapy Knowledgeable in clinical techniques and skills most recognized as best practices in the fields of substance abuse and addiction counseling/treatment Experience with identifying and providing referrals Knowledge of and experience using the DSM5</p> <p><i>General:</i> A passion for addiction and/or mental health treatment and recovery Ability to work independently or collaboratively on a multidisciplinary team Excellent organizational, time management and communication skills Excellent written and verbal communication skills</p>

	Computer skills: Microsoft Word and Excel Bilingual English/Spanish preferred
<b>Salary/Hours</b>	<b>37.5+ hours/week, including evenings as scheduled; some weekends as needed</b>
<b>Employer/Agency</b>	The Council on Recovery
<b>Address</b>	303 Jackson Hill Street
<b>City, State, Zip</b>	Houston, TX 77007
<b>Contact Person</b>	Human Resources
<b>Telephone Number</b>	281-200-9321
<b>Fax Number</b>	281-200-9341
<b>Email Address</b>	hrdept@councilonrecovery.org
<b>Application Method</b>	Apply by visiting <a href="http://www.councilonrecovery.org/employment/">http://www.councilonrecovery.org/employment/</a>
<b>Opening Date</b>	2/23/2018

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