**Job Title**  
Substance Abuse Counselor  

**Employer/ Agency**  
Open Door Mission. We are a Christian faith-based organization.  

**Job Description**  
- Conducts screening and assessments using the Addiction Severity Index (ASI).  
- Willingness to develop and facilitate relationships with other social service facilities in the community.  
- Assessments must be completed in a timely manner.  
- Conducts individual counseling and group counseling with program approved curriculum.  
- Facilitates psychoeducation, spiritual classes, and process groups as assigned.  
- Maintains a client caseload of 15 to 30 residents in different phases of treatment.  
- Utilizes program approved Clinical Counseling theories and techniques.  
- Attends client graduations and assists in the coordination as needed.  
- Participate in weekly Quality Management and Clinical Staff meetings.  
- Assists in the facilitation of weekly client orientation as needed.  
- Follows current ethical standards in the counseling field.  
- Maintains progress notes and applicable documentation.  
- Maintains accurate documentation in ClientTrack.  
- Other duties as assigned by the Clinical Supervisor and/or Program Manager.  

**Qualifications**  
- Must be a strong Christian with a personal understanding of Bible knowledge.  
- Must maintain strict confidentiality by adhering to professional counseling ethical standards.  
- Strong communication skills, both written and verbal.  
- Bachelor’s degree in Counseling or a related field with a concentration in substance abuse/mental health.  
- Experience working with environment.  
- Ability to keep and protect confidentiality.  
- Proficiency using Microsoft Office.  
- Must be able to provide references.  

**Salary/Hours**  
Salary to be discussed. / Minimum of 40 hours per week.  

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**Address**  
5803 Harrisburg Blvd.  

**City, State, Zip**  
Houston, TX 77011  

**Contact Person**  
Heather Wright  

**Telephone Number**  
832-962-4248  

**Email Address**  
hwright@opendoorhouston.org  

**Application Method**  
Please send to work email.  

**Opening Date**  
Immediate  

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