

Job Title	Counselor
Employer/ Agency	Harris County Community Supervision and Corrections Department
Job Description	Provide counseling services to clients. Conducts group counseling, along with individual client meetings. Prepares treatment plans based on initial assessment of client needs. Creates case notes to document sessions. Responsible for progress reports, monthly summaries, and discharge summaries. Conducts group counseling sessions with clients. Communicates key information with Community Supervision Officers. Tracks compliance with drug and alcohol testing. Participates in staffing case with supervisors, peers, and the courts. Maintains appropriate entries in the electronic systems. Operates office equipment, computers, phones, etc., necessary for the work. Completes documentation of daily work activities in relevant databases. Provides case consultation to Community Supervision Officers regarding clients with mental illness and/or substance abuse problems. Monitors deadlines to ensure completeness, accuracy and compliance with policy, grant standards, funding and licensure requirements, special conditions of community supervision, and Community Justice Assistance Division (CJAD) general and substance abuse standards. Contribute to and help create a positive work atmosphere by behaving and communicating in a cooperative and amicable manner with supervisors, coworkers, and members of the public. Work overtime as required. Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.
Qualifications	Must possess a Master's degree in a psychological or social work field that allows for licensure as a LPCI or MSW within one year of employment and must obtain licensure within a year of start of employment. Must meet the minimum requirements for access to Criminal Justice Information Services (CJIS) information. Must have a valid State Driver's License and obtain a Texas Driver's License at time of hire.
Salary/Hours	Salary Monthly Range: \$3,957.20 (= \$22.83 Hourly) - \$4,309.07 (= \$24.86 Hourly), (Commensurate with Experience.) Based on 26 pay periods. Work overtime as required.
Employer/Agency	Harris County Community Supervision and Corrections Department
Address	49 San Jacinto
City, State, Zip	Houston, Texas 77002
Contact Person	Ruby Salinas
Contact Title	Human Resources Specialist

Telephone Number	346-286-5688
Fax Number	832-927-0435
Email Address	Ruby.Salinas@csc.hctx.net
Application Method	https://www.governmentjobs.com/careers/harriscountytexas/jobs/3164694/counselor
Opening Date	Immediate

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.