

**MONTGOMERY COUNTY DEPARTMENT OF
COMMUNITY SUPERVISION AND CORRECTIONS**

**ADULT PROBATION
JOB POSTING**

JOB TITLE: Part-Time Counselor (Less than 16 hours per week)
Bi-Lingual Preferred

SALARY: \$26.50 Per Hour

An unofficial Job Description outlining the basic responsibilities and requirements is attached

OFFICIAL DEPARTMENT APPLICATION MUST BE SUBMITTED TO:

Office Manager
2245 N. First
Conroe, TX 77301
Fax: 936-538-8275
brenda.chapin@mcdcsc.org

**MUST PROVIDE A CERTIFIED COPY OF TRANSCRIPT WITH APPLICATION TO BE ELIGIBLE FOR
CONSIDERATION FOR AN INTERVIEW**

APPLICATION WILL BE ACCEPTED UNTIL POSITION IS FILLED

After receiving a conditional offer of employment, applicant(s) must pass a drug screen before becoming employees of Montgomery County Department of Community Supervision & Corrections (Adult Probation). New hire drug screen will be paid by Montgomery County Department of Community Supervision & Corrections (Adult Probation). Any additional cost will be the responsibility of the applicant.

ALL MONTGOMERY COUNTY WORKPLACES ARE TOBACCO FREE

**The MONTGOMERY COUNTY DEPARTMENT OF COMMUNITY SUPERVISION AND
CORRECTIONS (Adult Probation) is an Equal Opportunity Employer.**

12.12.16

**MONTGOMERY COUNTY DEPARTMENT
OF
COMMUNITY SUPERVISION AND CORRECTIONS**

JOB TITLE: Part-Time Counselor (less than 16 hours per week)

BASIC RESPONSIBILITIES:

The Part-Time Counselor is responsible to the Clinical Supervisor for the direct provision of counseling services.

EXAMPLE OF DUTIES:

Provide counseling services to assigned clients utilizing office-based individual or group sessions, in accordance with departmental policy and procedure

Facilitates substance abuse, anger management, parenting skills, aftercare, and other assigned groups using prescribed cognitive behavioral curriculum

Maintains accurate and timely notes related to client participation and progress in counseling

Actively participates in staff meetings as needed, providing recommendations for counseling services and other interventions

Provides crisis intervention when needed for department clients

Provides court testimony in a factual and objective manner as directed by the courts

Performs other assigned duties

REQUIREMENTS:

Training and Experience:

1. Master's degree in social work, counseling, or psychology
2. Licensure/Certification as one of the following:
 1. LPC, LMFT, LMSW/LCSW (preferred)
LPC-Intern or LMFT-Associate is acceptable

Bilingual Preferred

Special Knowledge, Skills, and Abilities:

Commitment to the department's vision of developing people to their full potential

Knowledge of counseling theories and interventions

Ability to work with adult substance abuse/criminal conduct clients

Ability to administer group counseling

Ability to work in a team atmosphere

Additional Requirements:

Must be able to work evenings and weekends

Must have a telephone at which he/she can be reached

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 30 days following the date of employment)

Must have access to an automobile that can be used while on duty and have liability insurance