

## Job Description

**Title of Position:** Bi-Lingual Outpatient Clinical and Chemical Dependency Counselor  
**Reports To:** Director of WholeLife® Collaborative  
**Status:** Full Time – Exempt  
**Hours:** Variable 8am-8pm Monday- Friday; Saturdays 9am-3pm  
**Location:** WholeLife® Service Center- Spring Branch

**Position Summary:** This position is responsible for providing direct services to clients who have a substance use disorder diagnosis, a co-occurring disorder, or other mental health diagnosis. Services include individual and group counseling, family counseling, couple counseling and psychoeducational groups to youth and adults.

Summary of Duties:

### **I. Clinical Services**

- A. Provide one - two hours weekly of individual therapy to assigned clients
- B. Facilitate or co-facilitate various group types that may include children, teens and adults
- C. Facilitate/supervise client study of recovery-oriented materials and offer support/guidance
- D. Conduct full clinical assessments on each client
- E. Develop treatment and discharge plans with new clients and the full treatment team
- F. Provide crisis counseling, suicide assessments and support as needed to clients
- G. Act as advocate and liaison with other service providers and staff members when appropriate
- H. Provide services aimed at relapse prevention
- I. Provide psycho-educational groups/ programs
- J. Participate in treatment and discharge planning for clients
- K. Maintain documentation in client's charts daily

### **II. Other Responsibilities**

- A. Participate in clinical staff meetings, WholeLife® collaborative team meetings, and supervision
- B. Participate in all-staff and other meetings designated by The Women's Home
- C. Assist in marketing of WholeLife® Services Center.
- D. Assist in the recruitment and selection of on-site counseling services that will complement existing services and fill a community need.
- E. Attend and assist with planning, organizing, and facilitating events and activities at the WholeLife® Service Center.
- F. Develop and conduct in-service training for staff, interns and volunteers on chemical dependency topics and issues as requested
- G. Other duties as assigned

### **III. Qualifications**

- A. Master's Degree in Social Work, Psychology, Counseling or other related field
- B. LPC or LCSW (required)
- C. LCDC preferred
- D. Practice from a client centered, trauma informed perspective
- E. Chemical Dependency treatment experience preferred

- F. Knowledge and experience with various chemical dependency models (i.e. 12 step, CBT, Motivational Interviewing)
- G. Working with co-occurring experience strongly preferred
- H. Basic knowledge of how to access community resources
- I. Ability to work as a member of a multi-disciplinary team
- J. Experience working with community collaborations preferred
- K. Valid Texas Driver's License

**IV. Physical Requirements:**

Person in this position must be able to sit, stand, bend, stoop and use desktop technology for long periods of time. They must be able to lift up to 20 lbs. Reasonable accommodations may be made to enable individuals with disabilities to perform these duties.