

Date Posted: 05/09/13

## Job Opportunity Posting

Job Title: Bilingual Assessment Counselor

Employer/ Agency: The Council on Alcohol and Drugs Houston

Job Description: Provides screening, referral services and brief counseling intervention or crisis intervention (when appropriate) to clients of the OSR program.

- Conduct screenings, brief interventions, crisis interventions, and referrals to appropriate Council or outside resources.
- Provide follow-up counseling and case management of client referrals.
- Provide referrals for adult and child family members when appropriate.
- Provide mental health referrals and/or interim services as appropriate.
- Provide documentation of services delivered according to procedures.
- Respond to subpoenas received from civil court and provides court testimony as required.
- Comply with all DSHS guidelines and procedures.
- Meet time deadlines for statistical reporting to direct supervisor
- Enter client data into CMBHS and other databases in a timely manner.

Qualifications: **QUALIFICATIONS:**  
**Credentials/Education**

- \*REQUIRED\* QCC- LCDC (LPC or LCSW considered w/ appropriate SA experience)
- \*REQUIRED\* Bilingual- fluent English/Spanish; read and write
- Bachelor's Degree strongly preferred

**Experience and Skills**

- 2+ years experience with substance use evaluation, counseling, referral, crisis intervention, and case management.
- Work well with a team in regards to coverage, feedback, support
- Must have documented training and experience with Motivational Interviewing
- Must have CMBHS experience and be able to navigate the system
- Excellent organizational skills.
- Highly flexible and able to adapt to changing job requirements
- Excellent written and verbal communication skills.
- Able to work independently and in a team.
- Computer skills--Microsoft Outlook, Word, Excel preferred

Salary/Hours: \_\_\_\_\_

Employer/Agency: The Council on Alcohol and Drugs Houston

City, State, Zip: Houston, TX 77007

Application Method: [HRDept@council-houston.org](mailto:HRDept@council-houston.org) or fax 281-200-9341

Opening Date: Immediately

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](mailto:mswjobs@central.uh.edu) with the hiring details of your new job opportunity. Thank you.