

Date Posted: 9/07/2011

**University of Houston  
Graduate College of Social Work  
JOB OPPORTUNITY POSTING**

**Job Title:** Lead Counselor  
**Employer/ Agency:** **Odyssey House Texas**

**JOB SUMMARY:**

Provides substance abuse treatment and services to ensure that each client develops the skills necessary to live a life free from substance dependence. Serves as case manager and coordinates recovery services during treatment process and upon client discharge. Supervises work of other counselor/case managers.

**Job Description:** Knowledge of and ability to implement:

1. Responsible for supervising and ensuring all case manager/counselor tasks are completed to CARF and DSHS standards weekly.
2. Hold quality assurance meetings and ensuring all documentation is complete and accurate.
3. Supervise caseworks to ensure all appropriate and approved curricula are being utilized.
4. Work with clients to develop and implement an individualized treatment plan in CMBHS within five (5) service days of admission, including printing and filing in client's file.
5. Develops individualized treatment plan based on comprehensive assessment.
6. Conducts regularly scheduled treatment plan reviews every 30 days.
7. Provide individual counseling services to each client at least once week or as required by insurance contract.
8. Provide family counseling services to each client at least every other week or as required by insurance contract.
9. Conducts chemical dependency counseling sessions, life skills group sessions and leads encounter groups as assigned.
10. Conducts self as a rational authority and role model within the therapeutic community modality.
11. Works in conjunction with all facility staff to facilitate a safe environment for client recovery.
12. Completes client discharge assessment with client prior to discharge from the program and complete discharge summary within 3 days of discharge from the program.
13. Completes client progress reports for legal purposes as requested with appropriate consent.
14. Ensures documentation in the clinical record is legible and complies with CMBHS standards, CARF standards as well as insurance contract requirements. All required notes must be printed and included in client's file weekly.
15. Prepare for scheduled utilization review appointments with Insurance Manager by providing all necessary information in order to ensure continued services to client.
16. Complete documentation as required to transition clients from insurance to state funding when clinically appropriate.
17. Schedule and document appropriate referrals provided to client and family upon discharge.
18. Coordinate services with education component of program.
19. Maintain compliance with federal and state regulatory standards as well as Cenikor policies and procedures.

**Qualifications:**

- LPC or LMSW required
- Therapeutic Community experience preferred
- 3 years experience with chemically dependent adolescents preferred
- 2 years experience in an intensive treatment team setting (inpatient, residential preferred)
- 1 year experience with family systems, addiction related issues, personality disorders, PTSD, co-occurring disorders preferred

**Salary/Hours:** Full-Time, Salary Commensurate with Experience

**Employer/ Agency:** **Odyssey House Texas**  
**Address:** **5629 Grapevine**  
**City, State, Zip:** **Houston, TX 77085**  
**Contact Person:** **Facility Director Lisa Ottemiller, LCSW, ACSW**  
**Telephone:** **713/726-0922 ext 110**      **Fax:** **713/726-0988**  
**Email:** [lisao@cenikor.org](mailto:lisao@cenikor.org)      **Application Method:** **e-mail or in person**  
**Opening Date:** **September 6, 2011**

*If your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at [mswjobs@sw.uh.edu](mailto:mswjobs@sw.uh.edu) with the hiring details of your new job opportunity.*

*Thank you.*