



MIDLAND JUDICIAL DISTRICT
COMMUNITY SUPERVISION AND CORRECTIONS DEPARTMENT
215 W. Industrial
Midland, Texas 79701
(432) 688-4100
Fax (432) 688-4952

Allen E. Bell
Agency Director

JOB VACANCY ANNOUNCEMENT

The Midland Judicial District CSCD is seeking qualified individuals for the position of
Licensed Chemical Dependency Counselor (LCDC)/LCDC Intern

ANNOUNCEMENT NUMBER: 2025.01
POSITION TITLE: Licensed Chemical
Dependency Counselor
(LCDC) or LCDC Intern,
NUMBER OF VACANCIES: 1
OPENING DATE: November 22, 2024

CLOSING DATE: Until Filled
CLOSING TIME: N/A

1. **MINIMUM SALARY:**

LCDC: \$54,000/yr., plus medical and retirement benefits.

LCDC Intern: \$44,000/yr., plus medical and retirement benefits.

2. **POSITION SUMMARY:**

The TAIP Substance Abuse Counselor delivers cognitive substance abuse treatment programming. The counselor works within a multidisciplinary team to provide direct (face-to-face) and indirect services to adult probationers in a person-centered, trauma-informed, and individualized approach utilizing evidence-based practices. Individuals served may have multi-system involvement such as Criminal Justice, Child and Adult Welfare, Veterans, Residential instability, etc. The counselor completes collaborative documentation with the probationer following State law and Department policies.

3. **QUALIFICATIONS:**

Education and Experience:

- A current Texas licensure as a Licensed Chemical Dependency Counselor (LCDC) in good standing or a Licensed Chemical Dependency Counselor Intern (LCDC-I) in good standing.
- Prefer at least one year of experience working with individuals diagnosed with a substance abuse disorder, mental health disorder, or dual diagnosis.
- Prefer an associate degree in psychology, sociology, social work, or a related field.

Knowledge, Abilities, and Skills:

- Excellent written and verbal communication skills.
- Ability to follow oral and written instructions.
- Ability to work cooperatively with peers and other agencies.
- Possess good interpersonal skills.

- Ability to work harmoniously with coworkers, probationers, and law enforcement.

Additional Requirements:

- Must reside within 50 miles of the Midland CSCD building within 90 days of employment.
- Must be insurable by the agency insurance carrier.
- Must have a valid Texas driver's license and provide proof of insurance.
- Must have adequate transportation to arrive at work promptly.
- Must have a favorable background check.
- Must be able to pass a drug screen.

Essential Physical Demands:

Repetitive motion. Sedentary work performed within an office environment and requires the ability to operate standard office equipment and keyboards. Exerting up to 10 pounds of force occasionally. Exerting minimal pressure frequently or constantly to lift, carry, push, pull, or move objects. Substantial movements (motions) of the wrists, hands, and fingers. Must have close visual acuity to perform an activity such as preparing and analyzing data and figures, transcribing, viewing a computer terminal, and conducting extensive reading. Must have the ability to walk short distances and drive a vehicle.

Environmental Factors:

Works with individuals sentenced to a term of community supervision for various criminal offenses. May conduct field visits to probationers' homes or places of employment—frequent contact with court personnel, law enforcement agencies, and other government and community agencies. Work is sometimes performed within secure jail settings and with other criminal offenders.

Equipment:

Driving a vehicle, talking on a telephone, viewing a computer screen, use of copier, computer, printer, calculator, and other job-related equipment.

4. APPLICANT PROCEDURES:

A. AGENCY-EMPLOYED APPLICANTS:

Interested persons employed by the Midland Judicial District Community Supervision and Corrections Department must submit a letter to **Allen E. Bell, Director**, by the closing date/time. The letter must include a request to be considered for the position, including the announcement number. It should outline the applicant's experience, past job performance, longevity with the Agency, education, and training. Also included must be a statement(s) relative to the applicant's potential to perform the job duties successfully.

B. APPLICANTS NOT EMPLOYED WITH THIS AGENCY:

Interested persons not presently employed by the Midland Judicial District Community Supervision and Corrections department must complete an employment application. Applications can be found at: midlandcscd.net. Once completed, the application, a resume, and supporting documentation should be emailed to Allen Bell, Agency Director, at allen.bell@midlandcscd.net.

5. OTHER INFORMATION:

A complete job description for this position may be obtained from midlandcscd.net. Any questions regarding this job announcement or the application process can be addressed to Allen Bell, Agency Director, at allen.bell@midlandcscd.net. The Midland Judicial District Community Supervision and Corrections Department is an

equal opportunity employer and prohibits employment discrimination based on race, color, gender, age, national origin, disability, or other unlawful classification. Persons believing they may have been subjected to prohibited discriminatory practices should file a letter of complaint (specifying the nature of the discrimination) to the Agency Director, Midland Judicial District Community Supervision and Corrections Department, P.O. Box 3038, Midland, Texas 79702, not later than twenty-one (21) days following the date that an applicant is notified of an appointment decision.

ATTENTION ALL EMPLOYEES AND APPLICANTS: The Midland Judicial District Community Supervision and Corrections Department relies on grants and funds from the State of Texas for operational expenses on a fiscal year-to-year basis. The Agency is unable to guarantee continued employment to any employee. As such, employees serve “at will”, and no offer or acceptance of employment may be implied or construed to establish a contractual relationship between an applicant or employee and the Agency. Job descriptions may be changed at any time based on the needs of the Department.

APPROVED FOR POSTING:



Allen E. Bell, Agency Director

11-22-24

Date

**MIDLAND JUDICIAL DISTRICT
COMMUNITY SUPERVISION AND CORRECTIONS DEPARTMENT
JOB DESCRIPTION**

Job Title

Treatment Alternative to Incarceration Program (TAIP) Substance Abuse Counselor

Pay Grade

Level 13

Job Relationships

Supervised by the Director of Programming and Treatment Services

FLSA Status

Non-exempt

Job Purpose:

The TAIP Substance Abuse Counselor delivers cognitive substance abuse treatment programming. The counselor works within a multidisciplinary team to provide direct (face-to-face) and indirect services to adult probationers in a person-centered, trauma-informed, and individualized approach utilizing evidence-based practices. Individuals served may have multi-system involvement such as Criminal Justice, Child and Adult Welfare, Veterans, Residential instability, etc. The counselor completes collaborative documentation with the probationer following State law and Department policies.

Responsibilities and Tasks:

1. Guard the confidentiality of information according to written guidance.
2. Remain current on all legal issues and the law regarding substance abuse counseling, CJAD Standards, and agency policy.
3. Coordinates with Supervision Officers and the Courts to determine probationers needing services.
4. Conducts screening, assessments, and psychosocial history on clients referred for services.
5. Screens for substance abuse, including physical and mental health status.
6. Performs biopsychosocial intakes and assessments and explores diagnoses with a course of treatment.
7. Makes treatment recommendations regarding medical and non-medical detoxification, outpatient treatment, and in-patient treatment.
8. Orients clients to programs and services.
9. Links and refers clients to appropriate services outside of the Department.
10. Develops treatment plans, including measurable goals and objectives, and complete reviews for progress.
11. Facilitates psycho-education classes, group therapy, support groups, and individual counseling.
12. Provides monthly, or upon request, progress reports to the referral source.
13. Documents goal achievements and revise/update treatment plan to maintain progress.

14. Conducts discharge planning with referral source and probationer and provides referral source with discharge summary.
15. Maintain program statistics as required.
16. Complies with the law, Departmental policy, and all applicable standards.
17. Inputs clinical documentation into the client's electronic record promptly for all services rendered with or on behalf of clients.
18. Performs other duties as directed by the supervisor.

Education and Experience:

- A current Texas licensure as a Licensed Chemical Dependency Counselor (LCDC) in good standing.
- Prefer at least one year of experience working with individuals diagnosed with a substance abuse disorder, mental health disorder, or dual diagnosis.
- Prefer an Associate Degree in psychology, sociology, social work, or a related field.

Knowledge, Abilities, and Skills:

- Excellent written and verbal communication skills.
- Ability to follow oral and written instructions.
- Ability to work cooperatively with peers and other agencies.
- Possess good interpersonal skills.
- Ability to work harmoniously with coworkers, probationers, and law enforcement.

Additional Requirements:

- Must reside within 50 miles of the Midland CSCD building within 90 days of employment.
- Must be insurable by the agency insurance carrier.
- Must have a valid Texas driver's license and provide proof of insurance.
- Must have adequate transportation to arrive at work promptly.
- Must have a favorable background check.
- Must be able to pass a drug screen.

Essential Physical Demands:

Repetitive motion. Sedentary work performed within an office environment and requires the ability to operate standard office equipment and keyboards. Exerting up to 10 pounds of force occasionally. Exerting minimal pressure frequently or constantly to lift, carry, push, pull, or move objects. Substantial movements (motions) of the wrists, hands, and fingers. Must have close visual acuity to perform an activity such as preparing and analyzing data and figures, transcribing, viewing a computer terminal, and conducting extensive reading. Must have the ability to walk short distances and drive a vehicle.

Environmental Factors:

Works with individuals sentenced to a term of community supervision for various criminal offenses. May conduct field visits to probationers' homes or places of employment—frequent contact with court personnel, law enforcement agencies, and other government and community agencies. Work is sometimes performed within secure jail settings and with other criminal offenders.


Equipment:

Driving a vehicle, talking on a telephone, viewing a computer screen, use of copier, computer, printer, calculator, and other job-related equipment.

This job description is not intended to be all-inclusive, and employees will perform other reasonably related business duties as assigned.

The Midland CSCD reserves the right to revise or change job duties. This job description does not constitute a written or implied contract of employment. The Midland CSCD is an at-will employer.

Revised May 3, 2023

Approved by:  Date: 5-3-23



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Allen E. Bell
Agency Director

JOB VACANCY ANNOUNCEMENT

The Midland Judicial District CSCD is seeking qualified individuals for the position of
Male Urinalysis Collection Technician

ANNOUNCEMENT NUMBER: 2025.02
POSITION TITLE: Lab Technician
NUMBER OF VACANCIES: 1
OPENING DATE: November 25, 2024

CLOSING DATE: When Filled
CLOSING TIME: N/A

1. **MINIMUM SALARY:**

\$44,000 + Benefits package, including medical insurance through the Employees Retirement System and retirement savings through the Texas County and District Retirement System.

2. **POSITION SUMMARY:**

The Urinalysis Technician is responsible for collecting, tracking, and reporting probationer urine, saliva, breath, sweat, and hair specimens collected for drug and alcohol testing. Urinalysis is observed by a same-sex Lab Technician. Currently, a male Lab Technician is needed.

3. **QUALIFICATIONS:**

Education and Experience:

Must have a High School Diploma or GED. Must be able to work well with others and communicate effectively both orally and in writing.

Knowledge, Abilities, and Skills:

Possess excellent written and verbal communication skills. Possess good interpersonal skills in dealing with probationers, the public, and co-workers. Ability to follow oral and written instructions. Ability to work harmoniously with probationers, court personnel, city/county personnel, law enforcement agencies, the public, and co-workers.

Additional Requirements:

Must be insurable by the agency insurance carrier. Must have a valid Texas driver's license, provide proof of insurance, and have adequate transportation. You must have a good background check.

4. APPLICANT PROCEDURES:

A. AGENCY EMPLOYED APPLICANTS:

Interested persons presently employed by the Midland Judicial District Community Supervision and Corrections Department must submit the following items as an email attachment to **Allen E. Bell, Director**, by the closing date/time.

- A letter requesting to be considered for the position, including an announcement number, a description of the applicant's potential to perform the job duties successfully, and an explanation of why the applicant should be selected.
- A resume that, at a minimum, outlines the applicant's experience, past job performance, longevity with the Agency, education, and training.

B. APPLICANTS NOT EMPLOYED WITH THIS AGENCY:

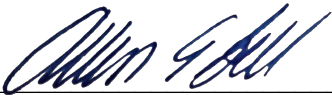
Interested persons not presently employed by the Midland Judicial District Community Supervision and Corrections department must complete an employment application. Applications can be found at: midlandcscd.net. Once completed, the application, resume, and other supporting documentation should be emailed to Allen Bell, Agency Director, at allen.bell@midlandcscd.net.

5. OTHER INFORMATION:

A complete job description for this position may be obtained from midlandcscd.net. Any questions regarding this job announcement or the application process can be addressed to Allen Bell, Agency Director, at allen.bell@midlandcscd.net. The Midland Judicial District Community Supervision and Corrections Department is an equal opportunity employer and prohibits employment discrimination practices that are based upon race, color, gender, age, national origin, disability, or other unlawful classification. Persons believing they may have been subjected to prohibited discriminatory practices should file a letter of complaint (specifying the nature of the discrimination) to the Agency Director, Midland Judicial District Community Supervision and Corrections Department, P.O. Box 3038, Midland, Texas 79702, not later than twenty-one (21) days following the date that an applicant is notified of an appointment decision.

ATTENTION ALL EMPLOYEES AND APPLICANTS: The Midland Judicial District Community Supervision and Corrections Department relies on grants and funds from the State of Texas for operational expenses on a fiscal year-to-year basis. The Agency is unable to guarantee continued employment to any employee. Employees serve "at will," and no offer or acceptance of employment may be implied or construed to establish a contractual relationship between an applicant or employee and the Agency. Job descriptions may be changed at any time based on the needs of the Department.

APPROVED FOR POSTING:



Allen E. Bell, Agency Director

11-25-24

Date

**MIDLAND JUDICIAL DISTRICT
COMMUNITY SUPERVISION AND CORRECTIONS DEPARTMENT
JOB DESCRIPTION**

Job Title

Assistant Community Supervision Officer – Lab Technician

Pay Grade

Level 12

Job Relationships

Supervised by the Director of Auxillary Services

FLSA Status

Non-exempt

Job Purpose:

The Assistant CSO – Lab Technician is responsible for collecting, tracking, and reporting probationer urine, saliva, breath, sweat, and hair specimens collected for drug and alcohol testing.

Responsibilities and Tasks:

1. Ensure confidentiality of information is guarded according to written guidance.
2. Ensure identification of probationers providing specimens for testing.
3. Ensure a proper chain of custody for all specimen samples collected.
4. Remain current on procedures for collecting and shipping all types of specimens and reporting results to the appropriate supervision officer.
5. Remain current on Midland CSCD policies and procedures to ensure effective and efficient interaction with other Midland CSCD staff.
6. Conduct and observe urinalysis collection on probationers as required, and watch for any signs of tampering or falsifying urine testing by the offender.
7. Conduct and observe the collection of other specimen types as needed.
8. Access vendor software to perform various job duties including, but not limited to, probationer enrollment and managing the random testing calendar.
9. Coordinates with Supervision Officers to determine probationers needing services.
10. Complete paperwork and necessary computer entries on those probationers referred for services.
11. Ensures work area and urinalysis collection site are kept clean, sanitary, and orderly.
12. Ensures the necessary supplies are on hand.
13. Ensure onsite testing supplies are available when the lab is not staffed and for other uses as required.
14. Conduct training of other staff regarding specimen collection procedures.
15. Maintain statistics as required.
16. Comply with the law, Departmental policy, and all applicable standards.
17. Performs data entry of all applicable offender information and ensures that all offender records (computerized or paper records) are accurate, complete, and up-to-date.
18. Performs other duties as directed by supervisor.

Education and Experience:

Must have a High School Diploma or GED. Must be able to work well with others and communicate effectively both orally and in writing.

Knowledge, Abilities, and Skills:

Possess excellent written and verbal communication skills. Possess good interpersonal skills in dealing with probationers, the public, and co-workers. Ability to follow oral and written instructions. Ability to work harmoniously with probationers, court personnel, city/county personnel, law enforcement agencies, the public, and co-workers.

Additional Requirements:

Must reside within 50 miles of the Midland CSCD building. Must be insurable by the agency insurance carrier. Must have a valid Texas driver’s license, provide proof of insurance, and have adequate transportation. Must have a favorable background check.

Essential Physical Demands:

Must be able to read procedures, policies, standards, case files, reports, etc. Must be able to lift case files, bend, sit, stand, walk, kneel, speak, hear, do significant data entry, manage stress in meeting deadlines and changes, and other physical efforts as required.

Environmental Factors:

Observes the collection of urine and other bodily fluids from probationers of the same sex. Handling urine and other bodily fluids using protective gear is required daily. Work is performed indoors with adult probationers.

Equipment:

Vehicle, telephone, copier, computer terminal, personal computer and printer, cellular phone, and other job-related equipment.

This job description is not all-inclusive, and employees will perform other reasonably related business duties as assigned.

The Midland CSCD reserves the right to revise or change job duties as needed. This job description does not constitute a written or implied contract of employment. The Midland CSCD is an at-will employer.

Revised December 6, 2023

Approved by Agency Director: 

Date: 12-6-23