



MIDLAND JUDICIAL DISTRICT  
COMMUNITY SUPERVISION AND CORRECTIONS DEPARTMENT

215 W. Industrial  
P.O. Box 3038  
Midland, Texas 79702  
(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  
**RESPONSIVITY SPECIALIST**

**ANNOUNCEMENT NUMBER:** 2024.06  
**POSITION TITLE:** Responsivity Specialist  
**NUMBER OF VACANCIES:** 2  
**OPENING DATE:** July 23, 2024

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**CLOSING DATE:** Until Filled  
**CLOSING TIME:** N/A

1. **MINIMUM SALARY:** \$44,000/yr., plus excellent medical and retirement benefits. Paid holidays, vacation, and sick leave.
2. **POSITION SUMMARY AND JOB PURPOSE:**

The Responsivity Specialist conducts substance use screeners/evaluations, facilitates referrals to treatment resources inside and outside the Department, and conducts Cognitive Behavioral Treatment groups utilizing an approved curriculum. The Responsivity Specialist maintains contact with the individual to facilitate a successful referral and behavior modification outcome. The Responsivity Specialist provides the referring CSO with updates and insight into the individual's progress. The Responsivity Tech applies cognitive and social learning interventions to teach individuals new behaviors that support sobriety.
3. **QUALIFICATIONS:**

**Education and Experience:**

  - High school diploma or equivalent is required.
  - Prefer experience with treatment, treatment providers, community resources, recovery programs, and the criminal justice system.

**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 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 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 and completed online at: [midlandcscd.net](http://midlandcscd.net)

**5. OTHER INFORMATION:**

A complete job description for this position may be obtained online at:

[midlandcscd.net](http://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. 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:



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Allen E. Bell, Agency Director

7-23-24

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Date

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

**Job Title**

Responsivity Specialist

**Pay Grade**

Level 12

**Job Relationships**

Supervised by the Director of Programming and Treatment Services

**FLSA Status**

Non-exempt

**Job Purpose:**

The Responsivity Specialist conducts substance use screeners/evaluations, facilitates referrals to treatment resources inside and outside the Department, and conducts Cognitive Behavioral Treatment groups utilizing an approved curriculum. The Responsivity Specialist maintains contact with the individual to facilitate a successful referral and behavior modification outcome. The Responsivity Specialist provides the referring CSO with updates and insight into the individual's progress. The Responsivity Tech applies cognitive and social learning interventions to teach individuals new behaviors that support sobriety.

**Responsibilities and Tasks:**

1. Responsible for assisting the Counselors in the care and treatment of clients.
2. Conducts Cognitive Behavioral Treatment groups utilizing approved curriculum.
3. Refers probationers to treatment resources outside the Department and follows up to ensure successful application of the treatment resource.
4. Fosters relationships with treatment resources outside the Department.
5. Facilitates client services, including chemical dependence education and group and family education.
6. Assists in identifying problems, setting goals, and working toward solutions with other members of the group
7. Assists in performing case management duties, including the proper and timely submission of all treatment documentation, reports, and forms necessary for efficient program operation and quality of care.
8. Develops and assists in writing thorough, timely, and well-written biopsychosocial assessments.
9. Follows therapeutic leadership in the documentation of treatment plans outlined by the counselor.
10. Assists counselors in creating aftercare plans and discharge plans for clients based on their assessment of the client's needs
11. Accurately completes required documentation effectively and timely using the agency-designated documentation system.
12. Participate in program development and staff training.

13. Attend a weekly staff meeting.
14. Supports clients in developing life skills to help them cope with everyday challenges in their lives
15. Observe clients' behavior to help them identify patterns or problems that may be causing difficulties in their lives
16. Creates a safe environment for clients to work on their issues by maintaining confidentiality.
17. Maintains the confidentiality of client information and understands the importance of protecting Personal Health Information as it relates to HIPAA for clients and staff.
18. Accurately performs administrative requirements according to federal, state, and agency requirements.
19. Punctual and dependable. Work hours will vary depending on the needs of the counselors.
20. Communicates thoroughly and professionally with staff, clients, families, community, and agency leadership.
21. Attends, leads, and contributes to meetings and training as needed.
22. Coordinates and communicates with internal and external departments/individuals on client issues.
23. Asks questions for clarity and understanding as needed.
24. Maintains healthy boundaries with clients and families.
25. Other duties, responsibilities, and/or activities may change or be assigned at any time with or without notice.

**Education and Experience:**

- A high school diploma or equivalent is required.
- Prefer experience with treatment, treatment providers, community resources, recovery programs, and the criminal justice system.

**Knowledge, Abilities, and Skills:**

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**Equipment:**

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*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.*

July 23, 2024

Approved by:  Date: 7-23-24