



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/RSPS

ANNOUNCEMENT NUMBER: 2026.04
POSITION TITLE: Licensed Chemical
Dependency Counselor
(LCDC), LCDC Intern, or
Recovery Support Peer
Specialist (RSPS)
NUMBER OF VACANCIES: 2
OPENING DATE: April 20, 2026

CLOSING DATE: Until Filled
CLOSING TIME: N/A

1. **MINIMUM SALARY:**

LCDC: \$55,350/yr. plus medical and retirement benefits.

LCDC Intern: \$45,100/yr. plus medical and retirement benefits.

RSPS: \$45,100/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, using a person-centered, trauma-informed, and individualized approach that utilizes evidence-based practices. Individuals served may have multi-system involvement, such as Criminal Justice, Child and Adult Welfare, Veterans, and Residential instability. The counselor completes collaborative documentation with the probationer in accordance with State law and Department policies.

The Responsivity Specialist conducts substance use screening/evaluations, facilitates referrals to treatment resources within and outside the Department, and conducts Cognitive Behavioral Treatment groups using 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 Specialist applies cognitive and social learning interventions to teach individuals new behaviors that support sobriety.

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. An RSPS applicant should be a certified Recovery Support Peer Specialist.
- 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 is 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

4-20-26

Date

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

Job Title:

Licensed Chemical Dependency Counselor (LCDC)

Job Relationships:

Supervised by the Director of Programming and Treatment Services

FLSA Status:

Non-exempt

Job Purpose:

The Licensed Chemical Dependency Counselor (LCDC) delivers cognitive-behavioral substance use treatment and serves as a change agent within a multidisciplinary team. The LCDC provides direct clinical services to individuals utilizing a person-centered, trauma-informed, and individualized approach to promote sobriety and long-term success.

Essential Job Functions (The Clinical RNR Framework):

- **Clinical Assessment:** Performs thorough screenings, psychosocial histories, and evaluations to identify substance use severity and suitable care levels.
- **Treatment Planning:** Creates personalized, written treatment plans with clear, measurable goals that target identified criminogenic needs and substance use disorders.
- **Therapeutic Intervention:** Conducts Cognitive Behavioral Treatment (CBT) groups and individual counseling sessions using approved, evidence-based curricula to teach new behaviors and coping skills.
- **Collaborative Documentation:** Keeps accurate clinical records of progress, services provided, and outcomes following State law and Department policies.

Responsibilities and Tasks:

- **Service Coordination:** Works with Supervision Officers and the Courts to identify individuals who need specialized treatment services.
- **Case Management Support:** Offers referring CSOs regular updates and clinical insights on an individual's progress and engagement in treatment.
- **Referral & Advocacy:** Recognizes and facilitates referrals to external treatment resources and follows up to ensure smooth transitions in care.
- **Professional Integrity:** Ensures strict confidentiality of Personal Health Information (PHI) in accordance with HIPAA and state regulations.

Education and Experience:

- **Licensure:** Must hold an active license as a Licensed Chemical Dependency Counselor (LCDC) in Texas.
- **Academic Foundation:** A bachelor's degree in Counseling, Psychology, Social Work, or a related Behavioral Science is preferred.

- **Professional Background:** Experience in providing evidence-based substance use treatment, especially within criminal justice or community supervision settings, is highly desirable.

Additional Requirements:

- **Insurability:** Must be insurable through the agency's insurance carrier.
- **Licensing:** Must hold a valid Texas driver's license and show proof of insurance.
- **Clearance:** Must pass a background check and drug screen.

Essential Physical Demands:

- **Standard Demands:** Requires sedentary work in an office setting, repetitive wrist/hand motions for documentation, and the ability to lift up to 10 pounds occasionally.
- **Sensory & Communication:** Must have sharp visual acuity for data analysis and strong auditory/verbal skills to facilitate intensive therapeutic group and individual sessions.

Environmental Factors:

- **Setting:** Work is mainly done in a climate-controlled office; involves daily interaction with individuals sentenced for different criminal offenses.
- **Exposure:** May conduct site visits to homes or workplaces and may occasionally work within secure jail environments.

Disclaimer and Acknowledgement:

- *This job description aims to provide a general overview of the main duties and responsibilities carried out by incumbents in this role.*
- *It is not meant to be an exhaustive list of every task; employees may be expected to perform other reasonably related business duties as assigned by the Agency Director or Supervisor.*
- *The Midland CSCD reserves the right to revise, update, or change job duties, responsibilities, and assignments at any time based on the department and community's needs.*
- *This job description does not create any written or implied employment contract.*
- *The Midland CSCD is an at-will employer, meaning either the employee or the department can end the employment relationship at any time, with or without cause or notice.*

Revised March 13, 2025

Approved by Midland CSCD Agency Director

Employee Acknowledgement and Commitment

- I acknowledge receipt of this job description and confirm that I have read and understand the duties, responsibilities, and expectations of the Community Supervision Officer position.
- I recognize that my main role is to act as a change agent and coach, using evidence-based practices and the Risk-Need-Responsivity (RNR) model to encourage prosocial behavior and long-term success for those under supervision.
- I agree to stay proficient in the required assessment tools (TRAS) and communication strategies, such as Motivational Interviewing (MI) and Cognitive Behavioral Interventions, to effectively support the supervision process.
- I understand that this job description is not a contract of employment and that my employment with the Midland Judicial District CSCD is at-will.
- I recognize that the Department has the right to adjust or modify job duties as needed to fulfill the agency's mission.

Employee Name: _____

Employee Signature: _____

Date: _____

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

Job Title:

Licensed Chemical Dependency Counselor Intern (LCDC-I)

Job Relationships:

Supervised by the Director of Programming and Treatment Services; Clinical supervision provided by a Qualified Credentialed Professional (QCP).

FLSA Status:

Non-exempt

Job Purpose:

The Licensed Chemical Dependency Counselor Intern (LCDC-I) is a clinical professional in training who delivers cognitive-behavioral substance use treatment while working toward full licensure. The LCDC-I serves as a change agent and coach, providing direct clinical services under appropriate supervision to promote sobriety and prosocial behavior change.

Essential Job Functions (The Clinical RNR Framework):

- **Clinical Assessment:** Under supervision, conducts screenings and psychosocial evaluations to determine substance use severity and appropriate levels of care.
- **Treatment Planning:** Helps develop personalized, written treatment plans targeting criminogenic needs and substance use disorders.
- **Therapeutic Intervention:** Provides evidence-based Cognitive Behavioral Therapy (CBT) groups and individual counseling sessions to teach new behaviors and coping skills.
- **Collaborative Documentation:** Keeps accurate clinical records of progress and services provided, following State law, licensing standards, and Department policies.

Responsibilities and Tasks:

- **Supervised Practice:** Engages in regular clinical supervision and training to ensure service delivery meets professional and departmental standards.
- **Service Coordination:** Works with Supervision Officers and the Courts to identify individuals needing specialized treatment services.
- **Caseload Support:** Offers referring CSOs regular updates and clinical insights into an individual's progress and engagement in treatment.
- **Professional Integrity:** Upholds strict confidentiality regarding Personal Health Information (PHI) in accordance with HIPAA and state laws.

Education and Experience:

- **Licensure:** Must be presently registered as a Licensed Chemical Dependency Counselor Intern (LCDC-I) in Texas.

- **Academic Foundation:** Bachelor's degree in Counseling, Psychology, Social Work, or a related Behavioral Science is preferred.
- **Experience:** Prior experience or internships in criminal justice or substance use treatment settings are highly preferred.

Additional Requirements:

- **Insurability:** Must be eligible for coverage by the agency's insurance carrier.
- **Licensing:** Must possess a valid Texas driver's license and show proof of insurance.
- **Clearance:** Must pass a background check and drug screening.

Essential Physical Demands:

- **Standard Demands:** Requires sedentary work in an office setting, repetitive motions for documentation, and the ability to lift up to 10 pounds occasionally.
- **Sensory & Communication:** Must have the auditory and verbal abilities to facilitate intense therapeutic group and individual sessions.

Environmental Factors:

- **Setting:** Work is primarily done in a temperature-controlled office; involves interaction with individuals sentenced for various criminal offenses.
- **Exposure:** May occasionally work in secure jail environments or perform field visits.

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Employee Name: _____

Employee Signature: _____

Date: _____

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

Job Title:

Responsivity Specialist

Job Relationships:

Supervised by the Director of Programming and Treatment Services **FLSA Status:** Non-exempt

Job Purpose: The Responsivity Specialist serves as a change agent and coach, focusing on removing barriers to successful supervision by conducting specialized screenings, making referrals, and providing behavioral interventions. The Responsivity Specialist applies cognitive and social learning interventions to teach individuals new behaviors that support sobriety and prosocial living.

Essential Job Functions (The RNR Framework):

- **Assessment:** Conducts substance use screeners and responsivity evaluations to determine appropriate levels of care and identify specific barriers to treatment engagement.
- **Planning:** Assists in identifying problems and setting behavioral goals that support the individual's overall supervision and treatment plans.
- **Coaching:** Facilitates evidence-based Cognitive Behavioral Treatment (CBT) groups and provides peer support to teach individuals new coping skills and prosocial behaviors.
- **Documentation:** Maintains precise and timely clinical records of progress, referrals, and behavioral outcomes in the agency-designated documentation system.

Responsibilities and Tasks:

- **Peer Support & Mentorship:** Utilizes lived experience and professional training as a Recovery Support Peer Specialist to support clients in developing life skills and identifying negative behavioral patterns.
- **Referral & Advocacy:** Facilitates referrals to treatment resources both inside and outside the Department and performs rigorous follow-up to ensure successful connection and application.
- **Caseload Collaboration:** Provides referring CSOs with consistent updates and clinical insights regarding an individual's progress and responsivity factors.
- **Service Coordination:** Fosters and maintains healthy professional relationships with external treatment providers and community resources.
- **Confidentiality:** Upholds strict confidentiality of Personal Health Information (PHI) in accordance with HIPAA and departmental policies.

Education and Experience:

- **Academic Requirement:** Must have at least a High School Diploma or equivalent.
- **Certification Requirement:** Must be a certified **Recovery Support Peer Specialist**.
- **Preferred Experience:** Preference is given to candidates with experience in treatment settings, recovery programs, or the criminal justice system.

Additional Requirements:

- **Insurability:** Must be insurable by the agency's insurance carrier.
- **Licensing:** Must possess a valid Texas driver's license and show proof of insurance.
- **Clearance:** Must pass a comprehensive background check and drug screening.

Essential Physical Demands:

- **Mobility & Stamina:** Must be able to walk short distances, stand for periods during field visits, and drive a vehicle.
- **Manual Dexterity:** Involves repeated movements of the wrists, hands, and fingers to operate standard office equipment and keyboards.
- **Sensory Capabilities:** Must have sharp visual acuity for data analysis and the auditory/verbal ability to conduct coaching and treatment groups.

Environmental Factors:

- **Interaction:** Works daily with individuals sentenced for various criminal offenses, including high-risk populations and crime victims.
- **Setting Diversity:** Work primarily takes place in a climate-controlled office but may involve exposure to the field, high-crime areas, and secure jail environments

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Revised April 20, 2026

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