



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
COUNSELOR ASSISTANT/RESPONSIVITY TECH

ANNOUNCEMENT NUMBER: 2024.01
POSITION TITLE: Responsivity Specialist
NUMBER OF VACANCIES: 1
OPENING DATE: November 29, 2023

CLOSING DATE: Until Filled
CLOSING TIME: N/A

1. **MINIMUM SALARY:** \$45,267.60/yr., plus medical and retirement benefits.
2. **POSITION SUMMARY:**

The Responsivity Specialist facilitates referrals to treatment resources outside the Department. Once the referral is initiated, the Responsivity Specialist maintains contact with the individual to facilitate a successful referral and behavior modification outcome. The Responsivity Tech applies cognitive, and social learning interventions in order to teach individuals new behaviors to support sobriety. They provide group facilitation, clerical, and case management support to the TAIP Counselors and Counselor Interns in the care and treatment of clients.
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 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 and completed online at: midlandcscd.net

5. OTHER INFORMATION:

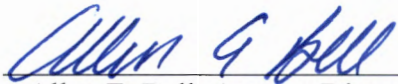
A complete job description for this position may be obtained online at:

midlandcscd.net

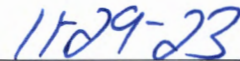
The Midland Judicial District Community Supervision and Corrections Department is an equal opportunity employer and prohibits employment discrimination practices that are based upon race, color, gender, age, national origin, disability, or other unlawful classification. Persons believing they may have 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:



Allen E. Bell, Agency Director



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 facilitates referrals to treatment resources outside the Department. Once the referral is initiated, the Responsivity Specialist maintains contact with the individual to facilitate a successful referral and behavior modification outcome. The Responsivity Tech applies cognitive, and social learning interventions in order to teach individuals new behaviors to support sobriety. They provide group facilitation, clerical, and case management support to the TAIP Counselors and Counselor Interns in the care and treatment of clients.

Responsibilities and Tasks:

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

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

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 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.

November 29, 2023

Approved by: _____ Date: _____



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Midland, Texas 79701
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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
Assistant Community Supervision Officer -- Lab Technician

ANNOUNCEMENT NUMBER: 2024.02
POSITION TITLE: Assistant Community
Supervision Officer -- Lab
Technician
NUMBER OF VACANCIES: 1
OPENING DATE: December 6, 2023

CLOSING DATE: When Filled
CLOSING TIME: N/A

1. **MINIMUM SALARY:**

\$45,267.60 + 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 Assistant CSO -- Urinalysis Technician collects, tracks, and reports probationer urine, saliva, breath, sweat, and hair specimens collected for drug and alcohol testing.

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, proof of insurance, and 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 consideration 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



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