**Licensed Chemical Dependency Counselor (LCDC)**

**Job Description**

**Location(s)**: Charlie Naylor Campus – 2803 Mossrock, San Antonio, TX 78230

**Reports to**: Program Director

**Classification:** Full-Time / Exempt Salaried

# Position Overview

The Licensed Chemical Dependency Counselor (LCDC) or Qualified Mental Health Provider (QMHP) is responsible for providing comprehensive substance use disorder treatment and mental health services to individuals struggling with chemical dependency and co-occurring disorders. This role involves conducting individual and group counseling sessions, facilitating psychoeducational programs, coordinating treatment plans, and ensuring compliance with state and federal regulations.

The LCDC or QMHP must actively support and demonstrate behavior consistent with Rise Recovery core values – Community, Outstanding Service, Relationship, and Empowerment – while providing enthusiastic, professional and courteous service to all who walk through our doors.

# Essential Job Functions

**Chemical Dependency Counseling**

* Conduct individual and group therapy utilizing evidence-based interventions such as Cognitive Behavioral Therapy (CBT), and relapse prevention strategies.
* Provide therapeutic leadership in group counseling sessions, ensuring a structured and supportive environment for client engagement.
* Develop and implement individualized treatment plans in collaboration with clients, ensuring that treatment goals are person-centered and recovery-focused.
* Assess co-occurring mental health disorders and refer clients to appropriate psychiatric and medical services when necessary.
* Provide crisis intervention and supportive counseling to clients experiencing acute distress, suicidal ideation, or severe withdrawal symptoms.
* Educate clients and families about substance use disorders, the recovery process, and relapse prevention strategies.
* Encourage peer support and recovery group involvement.
* Act as a liaison between clients and external agencies, including hospitals, probation offices, child protective services, and community-based recovery resources.
* Support Continuing Education Units Improvement initiatives by collecting and analyzing data related to treatment outcomes.
* Perform other duties as assigned by management

**Assessment and Treatment Planning**

* Conduct comprehensive chemical dependency assessments for new clients, including psychosocial evaluations, medical history reviews, and risk assessments.
* Complete all required documentation and client forms (e.g., consents, releases, intake paperwork) in compliance with Texas Health and Human Services (HHS) regulations.
* Develop individualized treatment plans within the designated timeframe of client admission, ensuring client collaboration and signature verification.
* Update treatment plans within 30 days to reflect progress, setbacks, and necessary modifications.
* Provide community education on substance use disorders, recovery models, and harm reduction strategies.
* Utilize assessment tools such as ASAM Criteria, DSM-5 substance use disorder diagnostics, suicide risk assessments, and trauma screenings.

**Compliance and Documentation**

* Maintain accurate and timely documentation in the Electronic Health Records (EHR) system, ensuring compliance with state and federal regulations, including HIPAA and 42 CFR Part 2.
* Ensure that client records are up to date, organized, and secure to protect confidentiality and compliance with Texas Department of State Health Services (DSHS) and facility policies.
* Complete discharge summaries and transition plans within seven (7) days of client discharge, ensuring seamless continuity of care.
* Participate in quality assurance and compliance audits, assisting in maintaining accreditation standards.

# Education and Training

* A Bachelor’s degree in Psychology, Social Work, or a related field
* Licensed as LCDC, LCSW, LPC, in the state of Texas
* Must maintain compliance with continuing education and licensing requirements set forth by the Texas Department of State Health Services (DSHS) and other applicable entities.

# Knowledge and Experience

## Required

* Minimum of one year of experience in substance use disorder treatment or related behavioral health services.
* Proficiency in evidence-based treatment modalities, including CBT, Motivational Interviewing, and trauma-informed care.
* Crisis intervention skills with the ability to assess and manage psychiatric or withdrawal-related emergencies.
* Knowledge of Texas state regulations, ASAM criteria, DSM-5 substance use disorder classifications, and evidence-based treatment approaches.
* Strong crisis intervention skills, with the ability to assess and respond to suicidal ideation, overdose risks, and severe withdrawal symptoms.
* Knowledge of all applicable rules and regulations pertaining to substance use disorder counseling and treatment and/or peer recovery models.
* Current State of Texas Driver License with at least Liability Insurance coverage.
* Applicants must have a valid Texas driver license, a minimum of six (6) years of driving experience, a clean driving record, and must be twenty-three (23) years of age or older to comply with Rise Recovery’s insurance requirements.
* Interpersonal skills, organizing ability, problem solving, accuracy, follow through, time management and attention to detail.

## Preferred

* Personal or family experience with long term recovery.
* Minimum of 12 months continuous recovery required and must maintain an ongoing personal program of recovery and knowledge of recovery principles.
* In-depth knowledge of community resources, assessments, interventions, and referrals sources.
* Identifies and helps resolve obstacles to recovery.
* Willingness to participate in ongoing personal continuing education and career development consistent with annual development plan.

# Physical Requirements

* Must be able to meet the physical requirements to including lifting up to 12 lbs. and supporting up to 55 lbs.; bending, stooping, and getting on and off the floor without assistance.
* Ability to participate in outdoor activities with participants.
* Ability to travel to meetings and other sites.
* Able to operate standard office technology, equipment and utilize office supplies.

# Working Conditions

* Standard administrative office environment.
* Regularly scheduled hours may vary during periods of workload fluctuation.
* Occasional night, weekend and holiday hours will be necessary to support additional recovery programming and/or Rise Recovery events.

**I have reviewed and understand the requirements of my position with Rise Recovery.**

Signature Date

Printed Name