



POTTER, RANDALL & ARMSTRONG COUNTIES  
COMMUNITY SUPERVISION AND CORRECTIONS DEPARTMENT  
900 S POLK STREET, SUITE 900, AMARILLO, TX 79101-3412

**Potter, Randall & Armstrong Counties CSCD Job Posting**  
*Improving lives for a safer community*  
*Created:04/14/2023*

**Job Title: SUBSTANCE ABUSE TREATMENT PROGRAM SUPERVISOR**

**FLSA: Full-Time /Exempt**

**ESSENTIAL DUTIES and RESPONSIBILITIES:**

- Manages and oversees the Substance Abuse Treatment Program is consistent with accepted Department policy.
- Assists with supervision, training, and development of staff within the unit.
- Conducts assessments and delivers individual and group counseling with accepted models and practices for group counseling.
- Oversees appropriate record-keeping and ensures completion of all program's documentation in a timely manner.
- Oversees program's compliance with state licensing and federal regulations, and all reporting regulations governing substance abuse counseling.
- Monitors program staff completion of client's intake and treatment plans for substance abuse treatment program.
- Prepares individual performance evaluations and caseload audits.
- Approves work schedules and record keeping in the TimeClock Plus system.
- Reviews monthly mileage.
- Prepares and monitors status reports as required.
- Develops/maintains an organizational culture that fosters staff professional development and provides adequate supervision and support.
- Develops relationships and coordinates with treatment providers and community resources that would be beneficial for program needs.
- Sets a professional image through personal example and leadership.
- Makes recommendations for, including but not limited to promotion, transfer, and assignment of staff and imposition of discipline.
- Facilitates healthy team development and skill building.
- Promotes the Department in a positive way and actively supports management decisions.
- Monitors the unit's training records and ensures those employees receive the appropriate and required training.
- Conducts and participates in case staffing and team meetings as necessary.

**All CSCD Employees:**

- Reports for work ready to perform responsibilities.
- Maintains a professional level of confidentiality regarding CSCD matters.
- Supports the CSCD mission and values.
- Upholds and adheres to CSCD safety rules and regulations.
- Performs professional responsibilities as required by CSCD policies, processes and procedures.
- Meets proficiency levels of required technology skills as outlined by the supervisor.
- Incorporates appropriate technology in daily work and exhibits continual growth in technologies as outlined by the supervisor.
- Performs other duties as assigned.

**QUALIFICATIONS and SKILLS:**

- Must be a LCSW or LPC registered with the Texas Department of Health and Human Services and must possess a minimum of 2 years of experience as a LCSW or LPC.
- Current licensure as a LCSW or LPC.
- Strong desire to address a variety of substance use issues.
- Ability to utilize word processing or other specialized software programs.
- Experience with culturally diverse population.
- Ability to understand and interpret information, follow instructions and manage workflow.
- Good verbal and written skills and interpersonal skills necessary to deal with clients, public, co-workers, court personnel and personnel of other agencies and departments.
- Pass a background check and drug test.
- Flexibility to work evening hours as needed for counseling groups.

**Starting Salary: Negotiable based on certification and experience.**

**APPLICATIONS WILL BE ACCEPTED UNTIL POSITION IS FILLED.**

To request application, please contact Betty Martinez, HR Manager, via email: [MartinezB@pottercscd.org](mailto:MartinezB@pottercscd.org) or call 806-378-3829.

**References and certified college transcripts will be required if selected for an interview.**