



Substance Abuse Counselor

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
SUBSTANCE ABUSE COUNSELOR I	5111	B16	\$40,918 - \$61,130
SUBSTANCE ABUSE COUNSELOR II	5112	B17	\$42,976 - \$64,469
SUBSTANCE ABUSE COUNSELOR III	5113	B18	\$45,521 - \$71,055
SUBSTANCE ABUSE COUNSELOR IV	5114	B19	\$48,244 - \$76,028

GENERAL DESCRIPTION

Performs substance abuse counseling work involving treating and rehabilitating clients in a substance abuse treatment or rehabilitative program.

EXAMPLES OF WORK PERFORMED

Interviews, screens, and assesses clients for potential program participation and services.

Provides substance abuse counseling, education classes, or rehabilitative programs individually and in group sessions.

Implements follow-up and after-care programs for clients.

Monitors twelve-step recovery groups.

Maintains client records and reports pertaining to services provided and clients' progress.

Performs related work as assigned.

DESCRIPTION OF LEVELS

Examples of work and descriptions are meant to progress through the levels. For example, an employee at level IV may also perform work listed within the previous levels.

Note: *Employees at the journey level may independently perform the full range of work identified within current or previous levels and may assist others performing work of greater complexity.*

SUBSTANCE ABUSE COUNSELOR I: Performs routine (journey-level) substance abuse counseling work. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment. Employees at this level may rely on direction from others to solve problems that are not standard, occasionally assist other staff in performing work of greater complexity.

Note: A senior-level employee (levels II - IV) may serve in a lead or supervisor role; however, typically, supervisory responsibilities within this job classification series will be found at levels III or IV. Senior-level employees may perform the full range of work identified in the levels preceding their own and/or may oversee or coordinate that work for others. Factors that may distinguish between senior levels include the scope of responsibility and oversight; the nature, complexity, and impact of the work performed; and the employee's related experience, education, and certifications.

SUBSTANCE ABUSE COUNSELOR II: Performs highly complex (senior-level) substance abuse counseling work. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. Employees at this level may:

- Design and monitor chemical dependency treatment programs.
- Conduct chemical dependency program orientation sessions, training programs, workshops, and seminars.
- Develop client progress reports and evaluations.
- Compile substance abuse program data and submit reports, referrals, and related documentation as appropriate.

SUBSTANCE ABUSE COUNSELOR III: Performs advanced (senior-level) substance abuse counseling work. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment. Employees at this level may:

- Provide technical guidance in developing and implementing treatment plans.

SUBSTANCE ABUSE COUNSELOR IV (Added 9-1-25): Performs highly advanced (senior-level) substance abuse counseling work. Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment. Employees at this level may:

- Develop and implement substance abuse program policies and procedures.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in chemical dependency counseling work. Graduation from a standard senior high school or equivalent is generally preferred. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

For all levels

- Knowledge of chemical dependency and alcoholism, addiction, co-dependency, and related disorders; counseling techniques; and recovery processes.
- Skill in interviewing, in listening, in counseling clients and patients, and in the use of a computer and applicable software.

- Ability to screen and evaluate clients, to counsel and instruct clients, to implement rehabilitative and chemical dependency treatment programs, to maintain records, to prepare reports, to communicate effectively, and to provide guidance to others.

Additional for Substance Abuse Counselor III - IV level

- Knowledge of the laws and regulations regarding the treatment of substance abusers.
- Ability to develop rehabilitative and chemical dependency treatment programs.
- Ability to oversee and/or supervise the work of others.

REGISTRATION, CERTIFICATION, OR LICENSURE

May require certification or licensing as a Chemical Dependency Counselor or Alcoholism Counselor (Texas Association of Addiction Professionals (TAAP)/National Association for Addiction Professionals (NAADAC)).