

## **JOB DESCRIPTION**

**JOB TITLE:** LCDC  
**SALARY:**  
**FLSA:** Exempt  
**SUPERVISOR:** Responsible to Behavioral Health Clinical Coordinator  
**JOB SUMMARY:** Responsible to provide Adult and Youth Counseling, Prevention and Intervention services.

### **GENERAL:**

1. Comply with all programmatic financial policies and procedures. Ensure program accountability in accordance to Behavioral Health Funding Sources.  
Ensure the implementation of all approved program curriculums.
2. Acquire all of the required documentation in accordance with the Client management process to include all forms.
3. Comply with all reporting requirements related to the Drug & Substance Abuse Program.
4. Supervise all program staff activities and training schedules for compliance.
5. Develop all Treatment Plans and ensure compliance by all employees.

### **PROGRAM DUTIES AND RESPONSIBILITIES:**

8. Maintain a schedule of business hours at all times for the Behavioral Health Center.
9. Maintain at all times an appointment system at the to assure an average of 10 hours per client per week.
10. Provide or ensure the provision of counseling services to clients per day in accordance with our program-structured curriculum and in compliance with the client's treatment plan.
11. Maintain a client file for each client in compliance with Registration and Certification of Eligibility Procedures.
12. Log 100% of client files by end of each service day.
13. Complete an Encounter Form for each client per visit in compliance with billing and collection procedures.
14. Comply with 100% of contract requirements related to the provision of substance abuse services.
15. Prepare a Monthly Summary report and submit by the 5th of each month.
16. Prepare a Mid-Year Evaluation and an annual Clinical and training Schedule evaluation on all staff at center.
17. Submit a plan of action on all Program Review Appraisals.

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18. Recommend and submit all Clinical Improvement Plans addressing all areas in need of improvement to your Supervisor.
19. Ensure compliance with all Texas Certified Board on Drug and Alcohol Commission site licensure and submit a Progress Report.
20. Organize, coordinate and conduct all required counseling sessions such as family counseling, parenting classes, group sessions, individual, support groups and all presentations.
21. Ensure compliance with all clinical financial procedures, such as time, attendance and travel.
22. Acquire the necessary resources to provide Case Consultation to clients as part of the Case Management process.
23. Recruit youth for our Treatment Program.

**QUALIFICATIONS:**

01. LCDC Certification - Refer to the LCDC Certification as promulgated by the Texas Department of State Health Services.
02. Be able to continue education as required by the Texas Department of State Health Services.
03. Be able to travel as required by STRHS, Inc.
04. Be able to perform other duties and responsibilities as assigned by the Immediate Supervisor and/or CEO.
05. Be able to supervise Clinical Processes and Procedures.
06. Must be able to travel and have reliable transportation.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_