

**Texas Physician Health Program
Internal and External Job Vacancy Notice
Texas Physician Health Program Department**

Job Posting: 22-503-PHP-13
Monthly Salary: \$4,500.00

Opening Date: October 19, 2021
Closing Date: November 2, 2021

No. of Openings: 1
Type of Employment: Full-Time

WIT#: 14874137
CAPPS#: 00018538
Job Title: LCDC
Classification Title: Substance Abuse Counselor II
Class No/Sal Grp: 5112/B16
FLSA Status: Non-exempt
Location: Austin

Agency: Texas Medical Board
Texas Physician Health Program
333 Guadalupe, Tower 3, Suite 610
Austin, TX 78768-2018
<http://www.txphp.state.tx.us/>

How to Apply: All applications for employment with the Texas Medical Board must be submitted electronically by 12:00 a.m. midnight central time on the job closing date through www.WorkInTexas.com. (This means that your application will need to be submitted the day prior to the closing date showing on WorkInTexas.com. FAXED OR E-MAILED APPLICATIONS WILL BE ACCEPTED. They may be faxed to 512.305.7124 or e-mailed to Human.Resources@tmb.state.tx.us. The first two business days only Veterans can apply. After the two business days, it is open for all to apply.

NOTE: A public criminal history check will be conducted on the primary candidate recommended for the position. Applicant will be required to furnish birth date for this purpose.

Applicable Military Occupational Specialty (MOS) codes are included, but not limited to the following: SN, YN, 360, 0100, 0111, 3A1X1, 641X, 3A Additional Military Crosswalk information can be accessed at: <http://www.hr.sao.texas.gov>

Agency Information

We have over 200 employees across the state of Texas. We are a collaborative and team environment work culture that values an environment of trust and accountability as we work towards our Board's mission to protect and enhance the public's health, safety, and welfare by establishing and maintaining standards of excellence used in regulating the practice of medicine and ensuring quality health care for the citizens of Texas through licensure, discipline, and education.

We value employee work-life balance and provide our team incentives that include telework, flexed and compressed work schedules, wellness leave incentive, health and retirement programs, 401K, vacation and sick leave paid, and other various other benefits.

General Description

Performs highly complex Licensed Chemical Dependency Counselor (LCDC) work for the Texas Physician Health Program (TXPHP). Work involves exercising independent judgment in evaluating allied health professionals for all health conditions that have a potential to compromise a participant's ability to practice with reasonable skill and safety, including physical health issues, mental health issues and substance use disorders, subject to Governing Board review. Works under the supervision and general direction of the Program Director, with moderate latitude for the use of initiative and independent judgment.

Principle Duties and Responsibilities

- 60%** Evaluates ongoing medical substance use disorders, and psychiatric treatment for participants in accordance with program policy, TMB rules and/or consultation with Medical Director when needed. Reviews clinical assessments and abnormal results and follows up with or refers participants for evaluation as appropriate. Consults with Medical Director and Program Director on treatment and monitoring programs. Reviews agreements for recovery and monitors requirements specific to each participant and enters requirements into the database. Verifies, reviews, and logs in receipt of required reports and documents. Identifies non-compliance with substance testing requirements, or missing or incomplete information and reports, in a timely manner. Recommends, justifies, and documents responsive action regarding non-compliance to Medical Director. Timely responds to and contacts program participants via email and telephone to ensure compliance and to provide information. Timely maintains confidential agreements and related activity logs, files, and/or reports in databases and performs data entry, retrieval, and searches. Timely coordinates with the Medical Director regarding participants' general progress, evaluations, and participation in the program, including participation in random drug screening. Analyzes, monitors, and verifies data to determine compliance and resolve violations with program agreements, policies, and applicable statute and rules. Analyzes data to determine and resolve agreement violations by contacting participants. Timely prepares case reviews for the Governing Board that meets program standards for accuracy, quality, and level of detail. Performs data entry, analysis, retrieval, reports, and searches.
- 20%** Obtains histories, conducts evaluations and reviews clinical recommendations of referred allied health professionals. Determines if sufficient concern for a medical, substance related or psychiatric illness exists to warrant further evaluation, treatment and/or monitoring to protect public safety. Determines appropriate monitoring requirements and designs monitoring requirements for participants as necessary. Consults Medical Director and Program Director to assure quality and compliance with policies and procedures.

10% Provides substance abuse counseling and provides information on rehabilitative programs to allied health professionals.

10% Performs special and administrative assignments and programs as assigned.

Knowledge, Skills, and Abilities

- Knowledge in the recognition and treatment of substance use disorders and psychiatric illness, disease management, and risk analysis
- Knowledge of chemical dependency and addiction
- Knowledge of preparing individualized care and treatment plans
- Skill in developing, describing, and communicating medical health plans and procedures
- Possesses strong clinical documentation skills
- Skills in interviewing, evaluating and preparing reports
- Knowledge of statutes and rules governing the agency
- Skills in use of office equipment and computers
- Ability to research the facts in medical record against the reports
- Ability to plan, organize, and carry out multiple tasks and meet deadlines
- Ability to communicate tactfully and effectively both orally and in writing
- Ability to read and review records
- Ability to perform detailed work in an accurate and efficient manner
- Ability to meet deadlines and prioritize tasks
- Ability to be flexible and maintain professionalism in a somewhat stressful and fast-paced environment
- Ability to handle high level administrative issues and confidential documents
- Ability to maintain high level information in a confidential manner

Experience and Education

- Must have at least an Associate’s degree in Chemical Dependency Counseling from an accredited university
- Bachelor’s or Master’s degree in social work or psychology is preferred
- Must be a Licensed Chemical Dependency Counselor (LCDC) with an active Texas license in good standing
- Two years of substance abuse treatment experience preferred
- Experience using Microsoft Word and Excel is preferred

Physical Requirements and/or Working Conditions

The principal job functions are performed in a standard office environment and require:

- Regular and punctual attendance
- Frequent use of personal computer, copiers, printers, and telephones
- Frequent sitting
- Frequently working under deadlines, as a team member, and in direct contact with others
- Compliance with all agency policies and procedures, including but not limited to applicable security and safety rules, regulations and standards
- If hired, must provide document(s) within three days of hire date that establishes identity and employment eligibility

New Hires/Rehires

60-day waiting period for health coverage

Remarks

Resumes will not be accepted without a completed signed State of Texas Applications for Employment.

If you are selected, you will be called for an interview. Only applicants who are interviewed will receive written notification of application results.

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

The Texas Medical Board does not discriminate based on race, color, national origin, sex, age, religion, disability or veteran status. Employment opportunities shall not deny a qualified individual with a disability that requires a reasonable accommodation. The applicant should communicate requests for reasonable accommodations by calling (512) 305-7146.

Selective Service Requirement: If selected for employment, male applicants age 18 through 25 must present proof of registration or exemption with the federal Selective Service System.

QR Code for WIT only.

