



New Position Request Form

This form is used to request additional position(s). Human Resources will classify the position(s) and recommend to Commissioners Court if necessary. Additional documents required:

- Job Description
- Organizational Chart - Current & Proposed
- Provide the justification for the position utilizing internal data and/or new laws, mandates, etc...

Submit to the HR Director 72 hours before your scheduled Personnel Committee presentation.

Department:

LCJJC

Fund #:

054-500600

Requested
Annual Salary:

\$ 78,095.79

Desired Position Title:

Detention Therapist

Number of
Positions:

1

Position Status:

Full-Time



Position Reports to:

Director of Mental Health

What alternatives to creating the position have been considered? (e.g., reallocation of duties, outsourcing, temporary staffing, etc.)

None

How does this request help meet departmental and County strategic goals?

LCJJC is increasing therapeutic services for Intense Substance Use Disorder and with the added State Financial Aid we can add a therapist dedicated to Female Offenders.

Department Director or Elected Official Signature:

Date:

08/13/2025

LUBBOCK COUNTY JUVENILE JUSTICE CENTER

JOB DESCRIPTION

JOB TITLE: Therapist

DEPARTMENT/UNIT: LCJJC/Dual

SUPERVISOR'S TITLE: Director of Mental Health

FLSA STATUS: Exempt (PR03)

JOB SUMMARY:

The Therapist is responsible for providing assessment and intervention referral services to youth in detention. The Therapist shall also provide clinical services in the form of individual, family, and group therapy to youth in detention and residential units. The Therapist shall assist the Director of Mental Health in maintaining Evidence-Based Programming (EBP) throughout LCJJC. The therapist will also provide educational training seminars for LCJJC staff as required and compile data for treatment planning and statistical purposes.

PRINCIPAL ACCOUNTABILITIES:

1. SCREEN ALL JUVENILE OFFENDERS REFERRED TO THE LUBBOCK COUNTY JUVENILE JUSTICE CENTER FOR MENTAL HEALTH/ILLNESS/SUBSTANCE ABUSE PROBLEMS.

Performance Criteria:

- A. Assist in performing initial screening on referred juveniles and submit findings and recommendations to administration, probation and/or detention staff.
- B. Conduct suicide evaluations as needed and/or requested.

2. PROVIDE EDUCATIONAL & INTERVENTION SERVICES TO BOTH PRE AND POST ADJUDICATORY YOUTH AND THEIR FAMILIES.

Performance Criteria:

- A. Develop and implement individual, group and family therapy programs for detention and residential residents in the center.
- B. Develop and conduct educational programs for youth in detention and residential units.
- C. Recruit, supervise and help coordinate students, interns and volunteers in the therapeutic intervention program.
- D. Assign residents of the detention unit to appropriate therapeutic services.

- E. Participate in staffing team as required.
- F. Submit monthly reports on service delivery, referrals, and other statistical information as required by supervisor as needed.
- G. Maintain contact with schools and other agencies as needed. Make referrals to other agencies when deemed necessary, i.e. drug treatment, individual counseling, drug education, etc.
- H. Be available for assistance on a 24-hour basis for crisis situations.
- I. Maintain accurate and current documentation regarding each child and family receiving services.
- J. Complete all behavioral and substance abuse assessments accurately and in a timely manner.

3. TRAIN STAFF MEMBERS, INTERNS AND VOLUNTEERS.

Performance Criteria:

- A. Accept assignment of staff members, interns and volunteers.
- B. Train assigned staff members, interns and volunteers according to departmental policies and procedures.
- C. Coordinate in-service training schedule regarding detention/rehabilitation and treatment program when needed.
- D. Submit names of participants in training for certification.
- E. Develop and implement programs and policy as needed within the area of treatment of the residents.

4. ASSIST THE FACILITY ADMINISTRATOR & DIRECTOR OF MENTAL HEALTH WITH THE SUPERVISION AND OPERATION OF THE DETENTION & RESIDENTIAL UNITS.

Performance Criteria:

- A. Assist the facility administrator/director of mental health in preparing any statistical information or special reports for the chief juvenile probation officer, juvenile board or Texas Juvenile Probation Commission.
- B. Provide coordination and act as liaison between detention and probation units, social agencies, law enforcement, courts, area probation departments, the public, etc.

- C. Communicate with the facility administrator/director of mental health of any special, serious, unusual or potential hazardous incidents pertaining to the safety and security of the youth, staff and community to ensure appropriate action is taken when necessary.

5. MAINTAIN PROFESSIONAL DEPARTMENT.

Performance Criteria:

- A. Treat and respond to residents with dignity and respect.
- B. Maintain positive and cooperative working relationships with co-workers.
- C. Arrive for work in a timely manner, and contact unit supervisor prior to arriving late for work. Advise supervisor at earliest time possible if unable to work (preferably 6 hours in advance).
- D. Dress and groom professionally and in accordance with departmental dress code when representing the Lubbock County Juvenile Justice Center.
- E. Submit leave requests in accordance with departmental policy for any leave time requested, including flex schedules (preferably 30 days in advance).
- F. Submit weekly time sheets to unit supervisor on the Monday following each pay day.
- G. Respond to departmental deadlines when issued.
- H. Maintain licensing and/or certification requirements pertinent to the provision of services as outlined herein.

6. OBSERVE SAFE WORK HABITS.

Performance Criteria:

- A. Respond to all emergency situations, including medical, fire, tornado, escapes, fights and bomb threats in accordance with departmental policies.
- B. Maintain hazard free work station.
- C. Exercise caution in any potentially dangerous or hazardous situation.
- D. Store all supplies, tools and equipment in secure areas according to departmental policies.

7. ADHERE TO VEHICULAR POLICIES.

Performance Criteria:

- A. Always utilize passenger restraints on all passengers and self when transporting juveniles.
 - B. Exercise defensive driving techniques when transporting juveniles and/or utilizing department vehicles.
 - C. Maintain and submit monthly mileage logs on all personal and department vehicles used in the course of employment.
 - D. Report any mechanical or other difficulties regarding department vehicles to supervisor immediately.
8. **ATTEND ALL REQUIRED MEETINGS AND WORKSHOPS TO KEEP ABREAST OF CURRENT ACTIVITIES, POLICIES, PROCEDURES AND TO ENHANCE PROFESSIONAL SKILLS:**

Performance Criteria:

- A. Be punctual and prepared for all meetings.
 - B. Watch video-taped all staff meetings when a meeting is missed.
 - C. Obtain all materials covered in missed meetings from facilitator in timely manner.
 - D. Attend, as necessary, supervision sessions for therapeutic services provided, and receive special training in areas of services as determined by supervisors.
 - E. Ensure the acquisition of approved training credit to maintain required TJPC certification.
9. **MAINTAIN THE INTEGRITY OF PRIVATE, CONFIDENTIAL INFORMATION.**

Performance Criteria:

- A. Refrain from discussing juveniles being handled by the department with anyone not employed at LCJJC.
- B. Refrain from negative discussions regarding co-workers or supervisory staff.

MINIMUM EDUCATION, CERTIFICATION AND EXPERIENCE REQUIREMENTS:

To be eligible for appointment as a therapist a person must: (1) meet NCIC/TCIC employment guidelines; (2) be of good moral character; (3) have acquired a related master's degree conferred by a college or university accredited by an accrediting organization recognized by the Texas Higher Education Coordinating Board; (4) have two years' experience in full-time casework or counseling work and (5) have clinical experience with children and primary adolescence in crisis situations including: disruptive behavior, suicide gesturing, self-injurious behavior, and authority conflicts. (6) have current license in a counseling related field.

SPECIAL KNOWLEDGE, ABILITIES AND REQUIREMENTS:**KNOWLEDGE OF:**

- ! Texas Family Code Juvenile Justice Section;
- ! Texas Penal Code;
- ! Texas Juvenile Probation Standards;
- ! Standards for Juvenile Detention Facilities;
- ! Standards for Juvenile Post-Adjudicated Secure Correctional Facilities;
- ! Ethical Principles of Psychologists and Code of Conduct; and
- ! Specialty Guidelines for Forensic Psychologists.

ABILITY TO:

- ! Facilitate group therapy sessions;
- ! Facilitate individual and family therapy;
- ! Perform screening and testing instruments;
- ! Utilize personal computer;
- ! Work independently and efficiently;
- ! Make informed decisions;
- ! Perform public speaking; and
- ! Effectively communicate in writing and orally.

REQUIRED TO HAVE:

- ! Telephone;
- ! Valid Texas Drivers license;
- ! An automobile; and
- ! Liability insurance on the vehicle used for work purposes.

PHYSICAL REQUIREMENTS:

This job requires some light lifting (less than 50 lbs), ability to run in response to unit emergencies, unlock doors, occasional squatting, bending and kneeling associated with filing and/or restraining offenders.

WORKING CONDITIONS AND HOURS:

Work space is located in the secured area of the Lubbock County Juvenile Justice Center which is a non-smoking building.

Work week will be flexible hours within a forty (40) hour time period. The work week begins on Saturday and concludes on the following Friday. Overtime will be compensated at either time and one half or time for time; depending upon the hours worked per week.

ACKNOWLEDGMENT:

I understand that my duties are not limited to those listed and that I can be assigned responsibilities as required. I further understand that this job description does not constitute a written or implied contract of employment. I have had this job description explained to me and have received a copy.

Employee

Date

Director of Mental Health

Date

Director

Date