



FINCH-HENRY JOB CORPS CENTER

821 Highway 51 South
Batesville, MS 38606
Telephone: 662.563.4656
Facsimile: 662.563.1644
Toll Free: 800.733.5627

PART-TIME TEAP/ HEALTH INSTRUCTOR (Substance Abuse Specialist)

Department: Wellness
Classification: **Non-Exempt**
Status: **Full-Time**

Reports To: **Wellness Manager**
Dates of 1st Posting: 09/22/2025 – 09/29/2025
Salary: **Contact Human Resources**

GENERAL FUNCTIONS:

Implements and maintains an effective trainee employee assistance program (TEAP), in compliance with DOL and management directives with emphasis placed on substance abuse awareness, prevention, staff training and networking with community resources.

MINIMUM QUALIFICATIONS:

Education: State certification as a Substance Abuse Counselor

Experience: 2 years of experience in a work related field.

Days: Monday – Friday
10:00 AM – 7:00 PM

Job Description:

- Makes assessments of all students to determine those who might be in need of intervention due to substance use.
- Conducts individual and group counseling to students who are in need of intervention.
- Participates in the orientation of new students during the Career Preparation Period.
- Ensures all students who test positive for drugs are retested within the 45 day probationary period.
- Provides follow-up counseling to students who have completed TEAP to encourage and prevent relapse.
- Provides prevention education to all student employees during all phases of the Job Corps program.
- Conducts in-service training sessions with both staff and students in all areas related to substance use and abuse.
- Collaborates with the recreational department in developing leisure time activities and incentives to reinforce an alcohol and drug free lifestyle.
- Recommends medical separation with reinstatement for students who are in need of alcohol and other drug treatment.
- Acts as liaison between center and agency resource and referral contacts.
- Maintains confidential reports and records on all referrals and cases.
- Collaborates with CMHC.

LICENSE OR CERTIFICATIONS:

Certification from a state or national credentialing board for drug and/or alcohol counseling.



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A valid Driver's License is required.

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Interested applicants may forward a resume and appropriate credentials to:

Finch-Henry Job Corps Center
Attn: Human Resources
pittman.lucy@jobcorps.org
Visit our website at:
etrky.com/career-center/
An Equal Opportunity Employer
M/F/ Veterans/Disability

