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**JOB TITLE:** Mental Health Counselor

**FLSA STATUS:** Exempt, Full-time

**Reports to:** Clinical Coordinator, Counseling Services

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### **Summary**

Catholic Charities is seeking a full-time Mental Health Counselor. The counselor works in an outpatient mental health setting to provide, at a skilled level, counseling to individuals, couples and families who may be experiencing anxiety, stress, depression, or coping dysfunction. A Master's Degree in Social Work or related mental health field is required.

### **Primary Function**

Work in agency outpatient setting to provide, at a skilled level, individual, marital, family and group counseling to assist clients in overcoming obstacles.

### **Duties and Responsibilities**

- Develops, with the client, an assessment of counseling needs and the types of counseling needed.
- Develops, with the client, counseling plans, goals, and objectives based on the particular needs of each client.
- Provides a variety of effective counseling approaches to ensure an appropriate response to client needs.
- Documents work with clients in a timely, concise, and accurate manner to ensure compliance with program standards.
- Prepares for and participates in case conferences or service team meetings to meet client needs and program requirements.
- Completes continuing education requirements of the Agency and appropriate professional organizations to ensure professional development and maintain state licensure.
- Provides appropriate contacts with referral sources and community agencies to ensure continuity of care.
- Maintains expected levels of service to clients to ensure efficient, effective utilization of resources.
- Prepares reports, statistical forms, and other documents to provide accurate and current client data.
- Conducts (occasional) group counseling services to provide specialized intervention for particular clients' needs.
- Represents Catholic Charities with community organizations and parishes, as appropriate, to provide and enhance communication and partnership.
- (Possibly) travels once per week to a satellite office (within ~60 mile radius) to provide counseling within that outlying community.
- Completes licensure requirements in a timely fashion.

Minimum Qualifications

- Master's Degree in Social Work or related mental health field
- Licensed Professional (or temporary license, if candidate is an MSW in pursuit of licensure).
- Eligible for licensure within State of Indiana
- Knowledge of and/or experience with needs and identification of abused and neglected children and adults, child development and individual/family functioning
- Experience with resistant individuals and families
- Sensitivity to diverse cultural, religious and economic groups
- Good time-management and organizational skills
- Valid Driver's License
- All employees shall abide by the laws of the Church and the state. All employees must comply with the provisions of the Safe Environment Program of the Diocese of Evansville.
- Applicants shall exhibit in behavior and lifestyle values compatible with Catholic beliefs.

Preferred Qualifications

- Bi-lingual (English and Spanish)

In addition to the specific duties and responsibilities shown above, the counselor is responsible for complying with policies and procedures established by Catholic Charities in administration, supervision, and delivery of services.

Interested applicants should send a cover letter and resume to [humanresources@evdio.org](mailto:humanresources@evdio.org).