

Title: Licensed Therapist**Department: Counseling Services****Hours Worked: Full-Time 37.5 hours****Location: Riviera Beach, FL**

Reports to: Program Director of Clinical Services

Supervises: None

FLSA Status: Non-Exempt

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provides assessments and mental health counseling to individuals, couples, families, children, and groups.
- Maintains a minimum scheduling of an average of 4-5 face-to-face counseling hours per workday and documents each session accordingly in our electronic health record.
- In collaboration with each new client, completes a psycho-social assessment
- Develops an assessment based and routinely updated treatment plan in collaboration with the client, measuring progress toward treatment goals.
- Plans and facilitates group therapy sessions when applicable.
- Provides information and referrals to clients as needed and to ensure integration with medical care and medication management.
- Oversees the administration of pre/post assessments to measure symptom improvement and overall mental well-being on a routine basis.
- Provides statistical, as well as data regarding outcome measurements, to be used in Agency reports to funding sources and for CQI purposes.
- Advocates for clients when necessary and in client's best interest.
- Attends regularly scheduled - monthly supervision meetings with immediate supervisor and monthly peer supervision meetings.
- Participates in Quarterly Case Records Review, correcting one's own case files when deficiencies are found.
- Interfaces with other community agencies as much as possible for collaborative purposes.
- Participates in networking and marketing events for community outreach and client recruitment when applicable.
- Assist with the counseling program fundraisers when applicable.
- Maintains case records in a timely manner, with essential information deemed necessary to provide appropriate services.
- Becomes familiar with and carries out the policies and procedures of Catholic Charities.
- Supports and participates as needed in the accreditation or re-accreditation process.
- Assists with providing counseling services through tele-health and at all locations when applicable.
- Attends agency meetings/staff development programs as required.
- Attends training sessions as determined by needs outlined in annual evaluation.
- Participates on a Continuous Quality Improvement (CQI) team if working full time.

QUALIFICATION REQUIREMENTS

- Master's degree in clinical social work, mental health counseling, or marriage and family therapy.
- 1-2 years' experience in counseling children and adults; internships qualify.
- Licensed clinician in Florida; LCSW (preferred), LMHC, or LMFT.
- Bilingual preferred (Spanish and English)
- Good communication skills both verbal and written
- Adapts to changes in the work environment, manages competing demands and can deal with frequent change, delays, or unexpected events
- Ability to work independently
- Ability to use equipment and electronic health system software (fax, computer, copier etc.)
- Capable of maintaining confidentiality of sensitive data
- Proficiency in Microsoft Software (especially Word, Outlook, and Excel)
- Exhibits professional telephone manner, interpersonal skills, confidentiality.
- Ability to work effectively with Diocesan employees, pastors, departments heads, representatives of other agencies and the public.
- Ability to multi-task, work independently and make responsible judgment calls.
- Ability to respect confidentiality and consistently exercise discretion and good business judgment
- Ability to work irregular hours
- Knowledge and support of Catholic Church teachings
- Florida Driver's License, excellent driving record and access to vehicle

Physical Requirements:

- Occasional light lifting and carrying of under 15 pounds
- Occasional moderate carrying and lifting of 15 – 44 pounds
- Frequent use both hands and fingers (i.e. typing)
- Frequent extended periods of sitting
- Occasional periods of standing, kneeling and climbing
- Occasional ability to distinguish basic colors (i.e. graphics)
- Occasional ability of minimal hearing (i.e. driving) and routine hearing (i.e. listening to others in conversation)
- Occasional time spent working closely with others
- Work hours are generally regular; however, the job demand may require extended hours from time to time.
- Work involves sitting, standing, walking, bending, stooping, occasional carrying and lifting heavy objects, and other normal office activities.

The above is intended to describe the general context of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.