



## Employment Opportunities/ Job Openings

### **Mental Health Counselor/Therapist- full time**

Catholic Charities Atlanta is looking for a mental health counselor/therapist in the Family Stabilization Program (Fulltime). General qualifications are: Master's degree in Social Work, Counseling or relevant field. Work with multicultural populations. Professional Georgia Licensure preferred. Candidate also has to be fluent in Spanish.

A detailed job description is attached.

Please email a resume and cover letter with  
"Mental Health Counselor/Therapist " in the subject line to:

[ccaemployment@catholiccharitiesatlanta.org](mailto:ccaemployment@catholiccharitiesatlanta.org)

No calls please. Qualifying candidates will be selected and contacted for interviews.

Posted: May 30, 2018

## Catholic Charities Atlanta Job Description

<b>POSITION TITLE:</b>	<b>Mental Health Counselor</b>
<b>CATEGORY:</b>	<b>Direct Service</b>
<b>PROGRAM ASSIGNMENT:</b>	<b>Family Stabilization Program - Clinical Services Department</b>
<b>CLASSIFICATION:</b>	<b>Full-time, Exempt</b>
<b>JOB CODE:</b>	<b>Scale Grade</b>
<b>QUALIFICATIONS:</b>	<b><u>General:</u> Master's Degree in relevant field Social Work, Counseling or related field. Fluency in Spanish preferred. *Counselors working with VOCA cases must be fluent in Spanish.</b>  <b><u>Specific:</u> Professional Georgia licensure (e.g., LMFT, LCSW, LCP, PhD, PsyD) or licensure eligible required.</b>

### **GENERAL RESPONSIBILITIES:**

The general responsibilities of this position include the responsibilities shared by all employees of Catholic Charities Atlanta. (Separate document)

### **SPECIFIC RESPONSIBILITIES:**

1. Conducts comprehensive intake and interim assessments for individual, group, and family counseling to children, adolescents and/or adults.
2. Provides individual therapy/counseling, family therapy, and group therapy/group support; and conducts mental health evaluations for legal cases (including U-Visas) that directly result from victimization and/or other mental health concerns.
3. Contacts new referrals, provides appointments and referrals to additional supportive services.
4. Prepares and administers service plans, progress notes, psychosocial evaluations and outcome surveys in a complete and timely manner.
5. Provides therapeutic crisis intervention services as required.
6. Consults with other therapists and related professional staff, as appropriate, in the performance of regular duties.

7. Participates in counseling staff meetings, in-service trainings and individual and group supervision as assigned by the Program Director.
8. Provides teaching, consultation, and/or in-service training to relevant professionals, staff, parishes, community groups and/or clients, as assigned. Workshops, presentations, community outreach.
9. Self-monitors educational requirements to maintain an active Georgia License or is working toward achievement of licensure within three years of graduation from Master's degree. Workshop attendance to keep the CEU requirements.
10. Performs miscellaneous job-related duties as assigned by Supervisor and/or Program Director.

**SUPERVISORY RESPONSIBILITIES: None**

**ACCOUNTABILITY:** Mental Health Counselors report directly to **Program Director**.

**COMMENTS:** The work week is generally 37.5 hours per week on a year round basis, however the position requires a willingness and flexibility in work hours when necessary to fulfill job responsibilities. Employee is subject to Personnel Policies and procedures prescribed for all personnel. Must have valid Georgia driver's license, reliable personal transportation and current auto coverage. Position is exempt.

**DISCLAIMER:** This is not necessarily an exhaustive list of the responsibilities, tasks, skills, efforts or working conditions associated with the position. While this is intended to be an accurate description of the current job, management reserves the right to revise the job or require other tasks be performed when circumstances arise (i.e., emergencies, changes in personnel, rush job, technological developments, etc.)

*I have received a copy of my current job description:*

\_\_\_\_\_  
(Employee)

\_\_\_\_\_  
(Date)