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**JOB TITLE:** Coordinator of Counseling Services

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

**Reports to:** Executive Director

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### **Summary**

Catholic Charities is seeking a full-time Coordinator of Counseling Services. The Coordinator oversees the agency's counseling program, providing direct client services and management of a team of mental health counselors. The Coordinator combines clinical leadership, program development and direct client care in alignment with the organization's mission and values to ensure high-quality services. A Master's Degree in Social Work (MSW) or related mental health field is required.

Candidate must be a licensed professional in the State of Indiana. Licensure may include LCSW or LMFT. Candidate should also possess three years of clinical counseling experience.

### **Primary Function**

Oversees counseling program, providing direct client services and management of a team of mental health counselors. Combines clinical leadership, program development and direct client care in alignment with the organization's mission and values. Ensures quality, client-focused service delivery, along with compliance with applicable professional and agency standards.

### **Duties and Responsibilities**

- Develop, implement and manage a comprehensive counseling program that serves the diverse needs of individuals, couples and families.
- Recruit, train, coach and manage a team of licensed counseling staff, ensuring adherence to ethical standards and best practices, including the NASW Code of Ethics.
- Review and manage service benchmarks to ensure progress with both client and program outcomes.
- Represent Catholic Charities with community organizations and parishes, as appropriate and directed, to provide and enhance communications, collaborations and partnerships.
- Monitor program outcomes and recommend changes and improvements as appropriate to meet community needs effectively.
- Collaborate with leadership to secure funding, resources, and partnerships to support program growth.
- Manage the intake process, including making referrals for any high risk clients who may need referrals to other sources of counseling.
- Establish and maintain department policies and procedures to ensure ethical, high-quality care.

- Dedicate a portion of work hours to providing direct mental health services, including individual, couple, and/or family counseling.
- Develop, with the client, counseling plans, goals of care, and objectives based on the particular needs of each client.
- Document work with clients in a timely, concise, and accurate manner to ensure compliance with program standards. Ensures all client charts are complete.
- Complete continuing education requirements of the agency and appropriate professional organizations to ensure professional development and maintain state licensure.
- Provide appropriate contacts with referral sources and community agencies to ensure continuity of care.
- Occasional travel to satellite offices (within ~60 mile radius) to provide counseling within that outlying community.

#### Minimum Qualifications

- Master's Degree in Social Work or related mental health field.
- Licensed Professional in the State of Indiana. Licensure may include LCSW (preferred) or LMFT.
- Three years of clinical counseling or similar experience.
- 1-2 years of supervisory, managerial experience preferred.
- Knowledge of and/or experience with needs and identification of abused and neglected children and adults, child development and individual/family functioning.
- 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.
- Must be a practicing Catholic in good standing with the Church.
- Applicant shall exhibit in behavior and lifestyle values compatible with Catholic beliefs.

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).