

**CATHOLIC CHARITIES OF SOUTHEAST TEXAS**  
**Job Description**

**Position: Counselor - LPC**

Salary Range: E4

Job Classification: Hourly-Exempt/Part-Time

**General Description:** Responsible for assisting with all aspects of the Counseling Program, including referral to other health care professionals when necessary. Serves as a source of healing, growth, and wholeness for groups, individuals, families, married and engaged couples. Its mission is to bring psychological health to people by utilizing therapeutic modalities that focus on the individual in relation to the self, others and God. The counseling program serves persons from all areas of the Diocese of Beaumont, from all religious, economic and ethnic backgrounds. The program offers counseling for people who otherwise would not have the opportunity for professional help. A sliding scale is used to determine the fees for each client. Other duties will include assistance with budgeting and financial management, development of service delivery and provide direct client services.

**Organizational Relationships:**

Reports to: The President/CEO and the Director of Elijah's Place for Functional Supervision

Also works with: Finance and Administration Support Services, Board of Directors and Committees, community leaders, funding sources, volunteers and clients.

**Essential Duties and Responsibilities:**

- Assist clients to challenge and to change mal-adapted patterns of thinking, feeling, and behaving which are deleterious for healthy functioning.
- Helping clients set meaning and realistic goals for their lives.
- Assist clients to work through and resolve such issues as those related to depression, stress, anxiety, loneliness, low-self-worth, neurotic guilt, relationship problems, marital and family problems, sexual problems, the trauma from incest and rape, vocational and career concerns, and other emotional problems.
- Providing practice in problem solving, communicating, and decision-making skills.
- Helping clients to develop an awareness of their inner feelings, values, beliefs, and to acquire a more compassionate attitude toward themselves and others.
- Maintaining appropriate documentation of client files, inclusive of Progress Notes.
- Securing and maintaining accurate service delivery statistics and keeping management apprised of servicing issues, trends and cost implications.
- Submitting all necessary and appropriate documentation to the President/CEO, and/or Finance Department.
- Networking with existing social service agencies, psychological and psychiatric resources to establish referrals.
- Assist with preparation of a program budget, monitoring and adhering to it.

- Consultation with and referral to appropriate medical, psychological and social work professionals when the need of the client indicates such actions.
- As applicable, processing Insurance Claims as deemed appropriate, considering the client's financial status and eligibility.
- Must maintain licensure in the State of Texas.
- Performing other duties as required by Supervisor, Program Director and /or President/CEO, such as preparing for, attending and/or supporting special events and projects. Examples include: assisting with outreach activities, participating in staff retreats, United Way or other Funders' visits, agency fairs and speaking engagements, as deemed applicable.

**Nonessential Duties and Responsibilities:**

Performs other duties as assigned by the President/CEO.

**Supervisory Responsibilities:**

None.

**Minimum Education:**

Master's level degree is required. Must be licensed to provide counseling services in the State of Texas. (LPC, LMSW or LMFT preferred).

**General Qualifications:**

- Background in counseling psychology or social work and clinical experience working with families, couples, and individuals.
- Demonstrated sensitivity to diverse cultures.
- In-depth knowledge of Catholic Social Teachings and a commitment to faith dimension required. (A practicing Roman Catholic preferred).
- Bi-lingual in Spanish a plus.
- Extensive experience in administering programs.
- Proven leadership, administrative and organizational abilities.
- Strong written and verbal communication skills.
- Must have adequate/available and reliable transportation.
- Annually the employee must provide a copy of their valid Driver's license and proof of personal automobile insurance to the Administration Office.

**Equipment Used:**

Telephone, personal computer, copier and fax machine.

**Working Conditions:**

Work is carried out in a controlled, agreeable environment as generally represented by normal office conditions.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Contacts:**

Requires contact by telephone, in writing, and personal contact with clients, prospective clients, other service providers, volunteers, and government agencies.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

While performing the duties of this job, the employee is regularly required to use hands to handle or feel and talk or hear. The employee will be required to periodically stand, walk and climb stairs. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and ability to adjust focus.

**Mental and Aptitude Requirements:**

Job requires ability to hear and talk; strong writing skills; analytical, conceptual, problem – solving and decision-making skills; and handling multiple tasks within the confines of deadlines.

**Work Performance Measures:**

- Must report to work on time.
- Must dress appropriately.
- Must keep all work accurate and current.
- Must adhere to agency employee handbook of personnel policies.
- Must maintain high level of knowledge of the program, its requirements, functions, and status, etc.
- Must adhere to the agency handbook of accounting policies and procedures.
- Must be responsible for protecting the confidentiality of information that may be of a personal or sensitive nature pertaining to employees, clients and/or the overall Catholic Charities agency.
- Must have flexibility in scheduling, availability for evening and weekend commitments.

**Job Description Review and Acceptance:**

I understand this job description and its requirements; I understand that this is not an exclusive list of the job functions and that I am expected to complete all duties as assigned; I understand the job functions may be altered by management without notice; I understand that this job description in no way constitutes an employment agreement and that I am an at-will employee.

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Counselor - LMSW Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

\_\_\_\_\_  
President/Chief Executive Officer Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

### PROGRAM COMPONENTS:

Three kinds of services are offered: Prevention, Crisis Intervention, and On-going Treatment.

- (1) **Prevention:** Prevention takes the form of workshops and seminars where topics such as anger management, addictive behaviors, self-esteem, and marital communication, etc., are disseminated and discussed.
- (2) **Intervention:** This takes the form of crisis counseling. Clients who are immediate crisis situations are offered short-term assistance.
- (3) **On-going Treatment:** Clients with long-standing and chronic problems are offered assistance on a long-term basis, either individually or in groups (structured and processed groups).

### THERAPEUTIC PROCESS:

As soon as a client requests services, an appointment date for an initial intake is arranged. Initial appointments are made over the telephone. Anyone can refer a client, but it is the client's responsibility to make contact with a Counselor. The first interview is an intake, and from this intake one usually determines how best the client can be helped. After the intake, an assessment of the client follows, and this will take about three sessions to complete.

### FEES:

Fees are determined on a sliding scale basis.

### TERMINATION:

Both the client and Counselor determine termination. Once termination is agreed upon, the counselor will gradually decrease the client's visits. The client is free to return at anytime if he or she needs further assistance.

### EXAMPLES OF WORKSHOPS AND SEMINARS OFFERED:

- (1) Women and men in transition: An exploration of life roles, goals, and significant relationships, profession aspirations.
- (2) Single, divorced, custodial parents: Exploring and discussing the dynamics in this new family structure. Giving suggestions on managing children, relationships, and personal changes.
- (3) Anger Management: Learning how to control anger and using techniques to do so.
- (4) Couples Communication: Understanding differences that can impede healthy communication. Learning skills that will help partners to hear and be heard.
- (5) Self-Esteem: Exploring and identifying where some of one's negative messages come from, and learning to recognize and accept the positive aspects of one's self to create a more positive self-image.

*Created: 05/22/01*

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