



**Position:** Therapist

**Reports to:** West Region Director/SAO

**Supervises:** None

**Department:** Clinical Services

**FSLA Status:** Non-Exempt; Part Time

**Position Summary:**

Provides a full range of counseling services in the office, within designated schools and/or home-based.

**Essential Duties/ Responsibilities:**

- Counsel clients regarding personal issues, encouraging them to express their feelings and discuss what is happening in their lives, helping them to develop insight into themselves or their relationships.
- Maintain confidentiality of records relating to clients' treatment.
- Following thorough bio-psychosocial assessment, prepare documentation including diagnostic impression(s) for HSPP.
- Perform crisis intervention as needed; may be before or after regular working hours.
- Maintain client records including client diagnostic records, treatment plans, and progress notes.
- Work within contracted schools to provide counseling to referred students in the areas of grief/loss; depression and suicidal tendencies; peer issues; conflict resolution; self-esteem issues;
- Provide peer group counseling in specific problem areas or on preventive education.
- Provide class and staff presentations for preventive education in areas identified by the school, with guidance of the SAO.
- Provide consultation to school staff on student specific issues.
- Engage parents in counseling process; act as a liaison between school and home; make outside referrals as needed.
- Consistently provide the highest level of service to clients, all referral sources (parishes, schools) and stakeholders of the Agency.
- Function as a positive and supportive member of the Agency's team
- Effectively support and carry out all policies and procedures, as well as decisions made by the Agency's leadership function as a positive and supportive member of the Agency's team
- Respect the diversity of other people (e.g., clients, co-workers, stakeholders) and refrain from any form of discrimination and/or harassment based on religious, marital, ethnic, racial, gender or other differences. Employees share the responsibility of creating and maintaining a welcoming and supportive work environment consistent with the Agency's Catholic identity.
- Perform duties according to the: 1) ethical and professional standards and policies of Catholic Charities; 2) ethics of chosen field of study; 3) values and tenets of Catholic Social Teaching.

**Minimum Job Requirements:**

- Master's degree required. Eligible for and working towards licensure in state of Indiana. Full licensure preferred.
- Successful candidate must possess familiarity with and demonstrate respect for the Catechism of the Catholic faith, Catholic sacred tradition, and possess a dedication to advancing our Catholic mission
- Ability to work independently and effectively to provide services with limited supervision
- Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; and the assessment and treatment of behavioral and affective disorders.
- Knowledge of principles, methods, and procedures for diagnosis and treatment.
- Excellent written and oral communication skills.
- Ability to work under pressure and with tight deadline.
- Must be able to work flexible hours as needed (e.g., at times before 8:00 a.m. and after 5:00 p.m.) and travel as required.

**Conditions of Employment:**

- Valid Driver's License with clean driving record.
- Reliable vehicle with personal vehicle liability insurance coverage of \$100,000 per person and \$300,000 per occurrence.
- Proficient in Internet, word processing, spreadsheet, and e-mail applications (prefer Microsoft Office)

**Physical Requirements:**

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirement needs to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

- Must have ability to reason and make judgments, to understand and follow oral instruction, to understand and follow written instruction, to guide and/or give instructions, and to make decisions in accordance with established procedures and policies
- Employee shall make every effort to ensure the safety of themselves, clients, co-workers and other persons through their work practices (adherence to protocols), sound decision making and review of potential physical hazards in work places.

**Prior to Hire Requirements:**

Must be willing to submit to:

- Drug and Mantoux screens
- Local and federal criminal background checks
- Child welfare registry screening

**Post Hire Requirements:**

- Random driving record checks
- Drug testing and/or criminal history and child welfare registry checks
- Comply with agency Mission, code of ethics, Catholic social teaching, and agency policies and procedures, including confidentiality
- Meet all legal, funding source, regulatory, accreditation standards and requirements

**Disclaimer:**

- Marginal functions of the position that are incidental to the performance of essential job duties have been excluded from this description.
- Job descriptions in no way imply that the description includes every duty to be performed by the employee in the position. Employees will be required to follow any other job-related instructions and duties required.
- Nothing in this job description restricts the agency's right to assign or reassign duties and responsibilities to this job at any time.

---

Employee Signature

Date