

Catholic Charities
Diocese of St. Petersburg, Inc.

Employment Opportunity Posting

Date: 05/01/2024

Position Title: Mental Health Counselor

Supervisor: Director of Grants, Contracts and Services

Program: Counseling

Location: Tampa, FL

Work Schedule: Monday-Friday, 8am-5pm

Job Classification: Full Time Exempt

Pay Rate: \$26.44

Starting Date: ASAP

SUMMARY: The Pathways Mental Health Counselor is responsible for providing direct services to enable clients that do not qualify for assistance in other Agency Programs that have been referred internally or externally. The Pathways Mental Health Counselor will provide therapeutic services and assistance to improve the social and mental functioning of the program clients and to maximize their well-being.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provides assessments and implements treatment plans for families accepted as clients.
- Provides individual, family, marital/couple, group counseling.
- Conducts life skills and psycho-educational groups with youth and adults.
- Consults with and meets with agency client case manager, as needed.
- Monitors, answers and updates requests for clinical counseling treatment information on clients.
- Provides consultation and training to staff at assigned agency locations where overlay services are provided.
- Develops thorough knowledge of available community resources and based on assessment of client needs, refers clients to appropriate resources.
- Complies with all agency policies and procedures, including clinical counseling policies and procedures.
- Adheres to the Ethics of their licensing profession, (such as NASW, ACA, etc.) and the Code of Ethics of Catholic Charities.
- Responsible for appropriate documentation and record keeping, as required by agency policy.

- Responsible for attending clinical and training meetings as required.
- Carries out all required administrative and record keeping tasks in a prompt and accurate manner.
- Represents the agency in the community and participates in public relations and community activities.
- Maintains a defined level of productivity, as established by agency standards and/or the Supervisor.

OTHER RESPONSIBILITIES:

- Complies with all applicable training requirements.
- Complies with all company safety, personnel and operational policies and procedures.
- Complies with work schedule to ensure effective operations of Agency programs.
- Contributes positively as a member of a productive and cooperative team.
- Participates in Agency Performance Quality Improvement (/PQI) program and Accreditation/Reaccreditation process
- Performs other duties as necessary to fulfill Catholic Charities Diocese of St Petersburg, Inc Mission.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Able to speak, write and understand English.
- Must be sensitive to and respect cultural diversity amongst clients, staff and volunteers and able to work with diverse racial, ethnic and economic groups.
- Flexible work schedule including evenings, nights, weekends and holidays.
- Ability to set appropriate limits, work under deadlines and multi-task.
- Ability to organize, prioritize, self motivate, and deliver results.
- Excellent communication and listening skills.
- Possess strong work ethics.
- Successfully pass a FDLE Level II background screening.
- Valid Florida driver's license, ability to drive van or bus and have reliable transportation.
- Mission driven attitude supplemented with integrity and passion.
- Adherence to the highest ethical standards, personally and professionally.
- A high level of openness and willingness to receive feedback/suggestions from superiors and others, and to learn new skills to improve job performance.
- Evidence of deep alignment with Catholic Charities Diocese of St Petersburg, Inc Mission and Values.
- Will make a Commitment to Serve all people with Respect, Compassion, and Cooperation in the spirit of a unifying God.

ADDITIONAL KNOWLEDGE, SKILLS AND ABILITIES:

- Conviction about the capacity of people to grow and change
- Ability to establish a respectful relationship with persons served to help them, gain skills and confidence
- Ability to work collaboratively with other personnel and/or service providers or professionals
- Capacity to maintain a helping role and to intervene appropriately to meet service goals
- Ability to set appropriate limits
- Knowledge of local community resources

EDUCATION AND EXPERIENCE:

- Master's Degree in Social Work, Marriage and Family Therapy, or Mental Health Counseling.
- Strong leadership and networking skills.
- Commitment to work with the Homeless or at Risk for Homelessness population.
- Thorough knowledge of community services and target populations

PHYSICAL DEMANDS: These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the job. Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions of job. Working in an office/site requires prolonged sitting at the computer workstation; standing, bending, reaching, lifting up to 40lbs. and some driving. Requires manual dexterity sufficient to operate standard office machines such as computers, fax machines, calculators, telephones, and other office equipment. It is also required to regularly sit, speak, and listen, the employee is also required to walk, use hands and fingers to type, operate equipment, and maintain records and notes. Specific vision abilities required include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

To be considered for employment please apply to cmartinez@ccdosp.org

It is the policy of Catholic Charities to make every effort to fill position vacancies from within our organization. The Agency may also conduct simultaneous searches for job candidates outside of Catholic Charities while the vacant position is posted in order to find the most qualified candidate for the position. Catholic Charities is an Equal Opportunity Employer that values the strength diversity brings to the workplace. EEO/AA/ADA Employer.

Catholic Charities participates in the US E-Verify program.