

Bilingual Mental Health Counselor/Therapist- **Full-time**

Catholic Charities Atlanta is seeking a bilingual mental health counselor/therapist to join our Family Stabilization Program (full-time). Responsibilities include providing individual, group and family counseling to children, adolescents and adults. Additionally, the candidate should have the skills to conduct comprehensive assessments, provide crisis intervention, conduct professional trainings and make referrals when needed. The candidate must be fluent in Spanish and have the ability to work with multicultural populations. A Master's degree in Social Work, Counseling or relevant field is required. Professional Georgia Licensure preferred.

A detailed job description is attached.

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

ccaemployment@catholiccharitiesatlanta.org

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

Posted: January 16, 2019

Catholic Charities Atlanta Job Description

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

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.
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)