

<b>Job Title</b>	School Counselor
<b>Employer/ Agency</b>	Catholic Charities of the Archdiocese of Galveston-Houston
<b>Job Description</b>	<p>Catholic Charities is seeking a FT School Counselor in our Counseling Services Department.</p> <p><b>PRINCIPAL DUTIES:</b></p> <ul style="list-style-type: none"> <li>• Clinical Services – Utilize clinical skills, including screening, assessment, diagnosis and service planning to provide appropriate care to students, families, and groups in multiple school settings. Regularly communicates appropriate information with parents/guardians and teachers to ensure services are effective and safety concerns are properly addressed. Also, provides workshops and presentations. Participate in and executes abuse risk management responsibilities to ensure the safety of students. Supervises the work of assigned interns/ students to ensure compliance with ethical practices and promote professional growth. Meets or exceeds productivity and outcomes targets as outlined in the Performance Indicator Report.</li> <li>• Documentation – Complete paperwork within required time frames including, assessments, service plans, efforts, quarterlies, closing summaries. Also, maintains records in accordance with regulatory/agency standards. Enters data in a clear, accurate, and timely manner. Also, promptly submits documentation needed for the tracking of output/outcome measures.</li> <li>• Professional Development – Routinely participate in ongoing training. Maintain professional licensing requirements. Participates in staff meetings, case staffing’s, consultations, and staff development trainings. Regularly meet with assigned supervisor for clinical supervision.</li> <li>• Other – Contribute to the program’s development of partnerships within the community. Also, performs other duties as required such as participation in staff retreats; community fairs; speaking engagements; assist with special agency or program projects/events, etc</li> <li>• Perform other duties as assigned. Participate in all staff meetings, United Way tours, agency fairs and speaking engagements, assisting</li> </ul>

with special organization projects/events.

**Qualifications**

**MINIMUM EDUCATION:**

Master's degree in mental health field, (Social Work, Counseling, Marriage & Family Therapy).

Licensed by the State of Texas (LCSW, LPC, LMFT).

**MINIMUM SKILLS AND EXPERIENCE:**

- Post graduate degree in mental health field
- Active license to practice counseling in the state of Texas (e.g. LCSW, LPC, LMFT); Absence of disciplinary action by the professional's licensing and regulating State Board
- At least five years of experience providing direct clinical services, including counseling and experience with developing and leading counseling groups
- Competency providing services to individuals, families, children, and groups
- Crisis counseling experience - ability to assess and refer students/parents to community mental health resources and agencies
- Ability to work with school and community personnel to bring together resources for students
- Thorough knowledge of developmental appropriateness and overall knowledge of child development
- Experience providing treatment that is sensitive to diverse populations
- Public speaking ability, including the ability to provide presentations and workshops to large audiences
- Ability to gather, track, and report large quantities of data; must be well organized
- Interacts with peers, supervisors, and administrators in a respectful and professional manner
- Strong verbal and written communication skills
- Ability to work well within a team and provide services with an integrated approach
- Approaches challenges with a solution-focused approach and maintains a positive attitude
- Comfortable using technology to complete daily tasks
- Bilingual English/Spanish (Native or Near-Native Fluency Required)

<b>Salary/Hours</b>	TBD
<b>Employer/Agency</b>	Catholic Charities of the Archdiocese of Galveston-Houston
<b>Address</b>	2900 Louisiana
<b>City, State, Zip</b>	Houston, TX 77006
<b>Contact Person</b>	Guadalupe Bravo-Perez
<b>Contact Title</b>	Human Resources Generalist
<b>Telephone Number</b>	713-874-6623
<b>Fax Number</b>	713-526-1546
<b>Email Address</b>	<a href="mailto:gbravoperez@catholiccharities.org">gbravoperez@catholiccharities.org</a>
<b>Application Method</b>	<a href="http://www.catholiccharities.org">www.catholiccharities.org</a>
<b>Opening Date</b>	8/21/2015

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