



# CATHOLIC DIOCESE OF RALEIGH POSITION DESCRIPTION FORM



Catholic Charities  
of the Diocese of Raleigh

## Position Information

Position Title: Bilingual Clinical Counselor

Department: Catholic Charities

Reports To (Title): Clinical Director

Work Schedule: ☐ M – F Hours: \_\_\_\_\_ to \_\_\_\_\_ ☒ Other: to be determined

Type of Employee (Hours worked per week) ☐ Regular Full Time (≥30) ☐ Regular Part Time (20-29) ☒ Part Time (≤20) ☐ Temporary (varies)

Percentage of Travel Required ☐ 0% ☒ 10% ☐ 25% ☐ 50%+

Exemption status (HR use only) ☐ Exempt ☐ Non-exempt

## Position Summary

Summarize the overall function or purpose of this position. This should be a concise description of the job.

As an employee of Catholic Charities of the Diocese of Raleigh, the Regular Part-time (12 hours per week) Bilingual Clinical Counselor will provide culturally competent counseling services to individuals, families, and/or couples at St. Ann Catholic Parish in Clayton, NC.

## Duties and Responsibilities

Indicate as clearly as possible the significant duties and responsibilities that are **essential** requirements of the job. List the duties in order of importance and the approximate percentage of time for each duty. Focus on major responsibilities rather than detailed work routines.

- Provide individual, marital, and family counseling in accordance with professional and agency standards, including performing psycho-social assessments, development and implementation of treatment plans, and evaluation of effectiveness of services
- Assess counseling needs of clients throughout the Newton Grove Deanery and refer to closest counseling provider if client is unable to receive services at St. Ann Catholic Parish in Clayton

75.00

***Duties and Responsibilities*** *continued from page 1*

- Maintain client records, agency and program data collection and reports as required by supervisor, agency policy and procedure, and funding sources
- Submit information for billing purposes according to agency procedures

10.00

- Participate in on-going professional education and all other requirements sufficient to maintain licensure
- Participate in individual and group clinical supervision

5.00

- Knowledge of community resources to facilitate client access to supportive services to promote and coordinate services
- Interface with referral sources - Parishes, schools and community agencies.
- Perform marketing activities including direct contacts, Bishop's Annual Appeal and United Way talks, and community fairs when asked

5.00

- Attend agency, staff and community meetings as determined by supervisor
- Perform other duties associated with the general responsibilities of this position and/or as assigned by supervisor

5.00

## Position Qualifications

### Formal Education (minimal level REQUIRED for this position)

- ☐ No minimum education level
- ☐ High School diploma or GED
- ☐ Associates or other 2-year degree including technical/trade school
- ☐ Bachelors degree
- ☒ Masters or Professional degree (M.B.A., J.D., etc.)
- ☐ Doctorate

Degree in specific subject area: \_\_\_\_\_ Degree Type: LCSW, LPC, LMFT

Concentration: Mental Health/Counseling

### Work Experience (minimum experience REQUIRED for this position)

- ☐ Less than 1 year
- ☒ 1 - 3 years
- ☐ 4 - 6 years
- ☐ 7 - 9 years
- ☐ 10 + years

Years of specific work experience: Field: Clinical Counseling Years of experience: 2

### Qualifications

#### Required:

- Masters Degree in a mental health/counseling field
- Licensed or provisionally licensed to provide clinical counseling services in NC
- Fluency in oral and written English and Spanish communications
- Ability to provide culturally competent services

#### Experience:

- Two years of clinical counseling practice preferred. Will consider someone who has completed a Master's Degree in a mental health field with completed field practicum focused on the provision of counseling services
- Demonstrated skill in provision of therapeutic counseling services to adults and children through individual, couple, family and group therapies

#### Special Requirements:

- Knowledge of and commitment to Catholic teachings and the practices and mission of Catholic Charities of the Diocese of Raleigh
- Valid N.C. Driver's License and a vehicle in working order for business use
- Authorized to work in the U.S.

#### Skills:

- Proven computer skills including Word, Excel and other appropriate applications

## Position Characteristics

### Physical Requirements/ Work Environment

(This section must be completed *entirely*, regardless of position)

	Amount of time spent			
	None	<1/3 of time	1/3- 2/3 of time	>2/3 of time
Lifting greater than 20 lbs.	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sitting for extended periods	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Standing for extended periods	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Primarily office work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Primarily outdoor work	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Primarily indoor work	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Prolonged exposure to heat/cold	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Prolonged exposure to loud noise	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

### Level of Supervision Received (check the option that best describes the position overall)

<b>Direct Supervision:</b> Supervisor gives specific instructions on all assignments. Work is reviewed regularly for accuracy and completeness.	<input type="radio"/>
<b>General Supervision:</b> Supervisor provides continuing or individual assignments by indicating what generally is to be done, limitations, quality and quantity expected, deadlines, and priorities.	<input type="radio"/>
<b>Intermittent Supervision:</b> Supervisor makes assignments by defining objectives, priorities, and deadlines. Assists employee with unusual situations. Employee carries out successive steps and resolves problems in accordance with instructions and policies.	<input checked="" type="radio"/>
<b>Administrative Supervision:</b> Supervisor sets overall objectives and resources available. Collaborate on deadlines, projects, and work to be done.	<input type="radio"/>
<b>Long-Range Administrative Direction:</b> Employee generally proceeds independently in accordance with general plans, policies, and purposes of the department. Results of work are considered technically authoritative.	<input type="radio"/>

*The above statements are intended to describe the general nature and level of work being performed by the individual assigned to this job. They are not intended to be an exhaustive list of all the responsibilities, duties, and skills required for the position. All employees may have other duties assigned at any time.*