



Job Title: Mental Health Services Coordinator/Counselor
St. Augustine
Location: Health Services – CCCF - ARC
Posting Date: October 22, 2018
Closing Date: Until filled
FT/PT: Full – Time, 40 hours – Exempt, with Benefits
Minimum Salary: Commensurate with education and experience

Brief Description of Job: This position has two primary functions, coordinating mental health services in St. Augustine and providing direct mental health counseling to individuals, couples and families. Coordination will focus on developing a referral network of mental health and social service providers, as well as presenting mental health education to the community. Direct counseling services are intended to assess problems within the clients' psychosocial network and develop plans in partnership with client to promote recovery. Services provided enhance emotional/ behavioral/system stability and promote ongoing wellness. Coordination responsibilities include: research of community services, relationship building, care coordination, presentations. Counseling responsibilities include: intake, biopsychosocial assessment, diagnosis, treatment plan development, goal development toward recovery, treatment plan review, care coordination with other agencies working with client and discharge planning. All interactions with client and supportive services will be documented in a timely manner in the electronic medical record and available for review by supervisory staff. The Mental Health Counselor communicates regularly with the Behavioral Health Services Program Director, Senior Director of Healthcare and executive staff of Catholic Charities.

Minimum Qualifications: The Mental Health Counselor must have a minimum of a Master's Degree in Social Work, Counseling, Marriage and Family Therapy or Psychology from an accredited graduate program. The Mental Health Counselor must be licensed by the State of Florida as a Mental Health Counselor, Marriage and Family Therapist or Clinical Social Worker and maintain CEU's to retain licensure. The Mental Health Counselor should carry an adequate level of malpractice insurance.

Experience: The Mental Health Counselor shall have a minimum three years' experience in a mental health setting including the provision of direct practice counseling and intervention. The Mental Health Counselor shall possess effective verbal and written communication skills, good computer skills with a working knowledge of Windows, Microsoft Office programs and electronic medical records. Bi-lingual written and oral skills are preferred but not required. Must be background screened and receive clearance by the Diocese of Orlando.

Please send completed application, resume, and letter of interest to:

Rosa Centeno, Human Resources Manager
Catholic Charities of Central Florida, Inc.
1819 N Semoran Blvd, Orlando, FL 32807
No phone calls please. Fax: (407) 382-1340 | **Email:** HumanResources@cflcc.org