



**Position:** Licensed Mental Health Therapist/Counselor

**FLSA Status:** Exempt (full time)

**Reports To:** Executive Director

**Position Location:** Helena or Billings. Other locations within Montana may be considered.

**In-office/Remote:** This position will include in-person and telehealth services throughout Montana. The successful candidate must be a Montana resident living within the geographical boundaries of the state.

**About Catholic Social Services of Montana:** For 70 years, Catholic Social Services of Montana (CSSM) has been a pillar in building and supporting Montana families. We were chartered in 1953 and have served as a statewide licensed adoption agency ever since. We are an independent 501(c)3 nonprofit organization, affiliated with the Roman Catholic Diocese of Helena and the Roman Catholic Diocese of Great Falls-Billings and with physical office locations in Helena and Billings, MT. We are a member of Catholic Charities USA. We are excited to expand our ministries with counseling and psychotherapy services to further meet those in need. Our mission and guiding principles are at the foundation of everything we do- *Based on our commitment to Catholic social teaching, Catholic Social Services of Montana provides for works of advocacy, compassion, pastoral outreach, education, and social justice.*

**Position Description:** CSSM is seeking a licensed mental health therapist/counselor to provide exceptional care and education to those seeking the agency's services. As a new ministry offered by CSSM, the successful candidate will have a significant role in the design, development, and implementation of this exciting new program. Applicants should be comfortable working with a wide variety of clients and community partners. CSSM strives to improve access to holistic and cost-effective mental health care. Applicants will be required to travel as needed to provide services across Montana dependent on client and community partner demand. Services will be provided either in-person or through teletherapy. This position offers growth potential for the motivated and successful candidate. Applicants should be a Roman Catholic with a deep knowledge of the teachings of the Roman Catholic Church and practices in accordance with those teachings, as this position will receive client referrals in part from Catholic parishes across Montana.

**Major Tasks:**

- Maintains an active and unrestricted license in the state of Montana to practice mental health counseling.
- Provides counseling/psychotherapy for clients.
- Maintains appropriate level of confidentiality regarding clients, services, and other matters.
- Maintains case records in accordance with all relevant policies and laws.
- Networks with relevant agencies, services providers, faith communities, etc. to build relationships and encourage referrals.
- Continuously researches and studies relevant and up-to-date material and methods to continue to provide the best care possible.
- Receives and maintains educator certification in *mental health first aid* or similar program.
- Networks with relevant agencies, services providers, faith communities, community partners, etc. to identify opportunities for education in local communities.
- Provides *mental health first aid* or similar program education sessions in local communities.
- Assists the Executive Director to evaluate and develop policies, procedures, and programs.
- Collaborates with the Program Coordinator to assist with the collection of fees from clients for services provided.



- Willing to supervise student interns and/or candidates for licensure working within the CSSM Mental Health Program.
- Attends agency meetings and functions as assigned.
- May be required to represent the agency during public events.
- Other duties as assigned.

**Position Travel:** Dependent on the time of the year, this position will be asked to travel up to 25% of the assigned work schedule. CSSM covers travel expenses when applicable.

**Physical Demands:** While performing the duties of this position, the employee is frequently required to stand, walk, sit, talk, and hear. The employee must occasionally lift and/or move up to 50 pounds. Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

**Requirements and Qualifications:**

- Master's degree in social work, counseling, or equivalent degree.
- Current unrestricted licensure or the ability to obtain licensure by employment date to provide counseling/therapy services in the state of Montana, i.e. LCSW or LCPC. LCSW is preferred.
- The ability to obtain continuing education credits as required by the agency and the state of Montana.
- Must have Montana state required hours of practice to supervise candidates for licensure or willingness to complete supervision course by deadline to be established by the Executive Director.
- A Roman Catholic with a deep knowledge of the teachings of the Roman Catholic Church and practices in accordance with those teachings.
- The ability to work with various types of software commonly used in medical/HIPAA protected workplaces.
- Must possess and maintain a current and valid driver's license.

**Compensation and Benefits:** CSSM strives to be an employer that provides a healthy work-life interface and care for the employee and their lives. Compensation and benefits for this position include:

- A generous leave policy of 29 paid leave days in your first year, composed of 12 days vacation and 17 holidays.
- A flexible work schedule, including flex time as approved by the Executive Director.
- Paid medical, dental, and vision benefits.
- A cell phone reimbursement for employees utilizing their cell phone for business.
- Paid time off for employees to attend Mass on Holy Days of Obligation.
- A 403(b)-retirement account option with up to a 3% employer match.
- Starting compensation for this position begins at \$56,000 annually but may vary depending on experience.

**Application Submission Process:** Candidates may submit a completed job application electronically to CSSM Executive Director, Scott Held, at [scott@cssmt.org](mailto:scott@cssmt.org), by 11:59pm, Wednesday, September 27th. Applications received after the deadline will only be reviewed if a successful candidate was not selected from the initial application process. Please include a cover letter, resume, copy of current Montana licensure, 3 professional references, and a letter of reference from your pastor as a part of your application. The cover letter should include the reason you are interested in this position and your knowledge about the practices and teachings of the Roman Catholic Church. Please note on your references list whether the reference is a current employer, as we will not contact them without permission. Successful candidates will need to pass a background check before hire. Position open until filled.