



Position: School-based Licensed Mental Health Therapist/Counselor

Job Type: Part-time, hours flexible, as needed.

Reports To: Executive Director.

Position Location: Great Falls, Montana.

In-person/Remote: This position will provide primarily in-person services, but may also offer telehealth services.

Start Date: The start date for this position will coincide with the St Patrick's Academy school start date for the 2026-2027 school year, which usually occurs near the end of August.

About Catholic Social Services of Montana: For 73 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 began offering mental health counseling and education services in 2023 and have successfully served clients in over 40 Montana communities. We are an independent 501(c)3 nonprofit organization, serving the people of Montana and within the Roman Catholic Diocese of Helena and the Roman Catholic Diocese of Great Falls-Billings, with physical office locations in Helena, Billings, and Bozeman, Montana. We are a member of Catholic Charities USA. We are excited to expand our counseling and psychotherapy services to further meet those in need. Our mission guides our ministry- *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. This position will work primarily in a school-based setting, providing services to grade school and teen clients and their families. This position may also be required to provide services for other age groups of individuals, couples, and families. The successful candidate 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. Services will be provided primarily in-person, but telehealth may be used in some cases, with a case load to be determined. Applicants should be Roman Catholic or of a Christian faith and respectful of the social and moral teachings of the Roman Catholic Church, as they will be asked to practice in accordance with those teachings. This position will be working within the St. Patrick's Academy school-system in Great Falls and may receive client referrals in part from Catholic parishes across Montana. Unfortunately, applications from licensure candidates cannot be accepted for this specific position due to funding restrictions.

Major Tasks:

- Maintain an active and unrestricted license in the state of Montana to practice mental health counseling.
- Develop treatment plans and conduct therapeutic sessions for clients.
- Effectively communicate and collaborate with school and agency personnel to meet the needs of a client.
- Maintain appropriate level of confidentiality regarding clients, services, and other matters.
- Maintain case records in accordance with all relevant policies and laws.
- Network with relevant agencies, services providers, faith communities, etc. to build relationships, encourage referrals, and identify opportunities for education and support.
- Continuously research and study relevant and up-to-date material and methods to continue to provide the best care possible.
- Attend agency meetings and functions as assigned.

- May be required to represent the agency during public events.



- Other duties as assigned.

Position Travel: This position is not expected to travel. If a situation arises where travel is required, CSSM covers travel expenses when applicable.

Physical Demands: While performing the duties of this position, the employee may be required to stand, walk, sit, talk, and hear. The employee may occasionally be asked to 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 the beginning of employment to provide counseling/therapy services in the state of Montana, i.e. LCSW or LCPC.
- The ability to obtain continuing education credits as required by the agency and the state of Montana.
- A Roman Catholic or member of a Christian faith that is respectful of the social and moral teachings of the Roman Catholic Church.
- A clinical understanding and demonstrated experience working with grade school and teenage clients who may exhibit emotional difficulties and have learning differences.
- The ability to work as a part of a team and individually.
- 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.
- Must be or must be willing to be Safe Environment or Virtus certified. This certification is provided by CSSM.
- Must live within reasonable driving distance of Great Falls, Montana.

Compensation and Benefits: CSSM strives to be an employer that provides a healthy work-life interface and care for the employee and their lives. Part-time employees are encouraged to inquire about any benefits they may be eligible for. While CSSM strives to be transparent about its pay rates, the rate for this position is still being determined based on available funding.

Application Submission Process: Candidates may ask questions or submit a completed job application electronically to CSSM Executive Director, Scott Held, at scott@cssmt.org. Please include a cover letter, resume, and copy of current Montana licensure. If selected for an interview, candidates should be prepared to provide professional references and a reference from their pastor or faith leader. Successful candidates will need to pass a background check before hire. Position open until filled.