

# CATHOLIC CHARITIES OF TENNESSEE, INC. POSITION ANNOUNCEMENT

## School Counselor and Pastoral Counselor

Catholic Charities is seeking candidates for the position of counselor to work in the Individual and Family and School Counseling programs in Social Services. This job is full time for ten months and 50% (half time) for two months (June-July) and based in Davidson County. Regular working hours are Monday through Friday from 8:00am to 4:30pm. Office location is 2806 McGavock Pike in the Opryland area of Nashville, West Nashville and at a K-8<sup>th</sup> grade school in Davidson County.

- Primary responsibilities as **School Counselor** are: to provide counseling services to students and their families; conduct groups and workshops that respond to the needs of the students; provide appropriate and timely feedback to referring faculty members, principals and involved community resources; provide information and referral services; and submit accurate, timely reports.
- Primary responsibilities for the **Pastoral Counselor** include working with geriatric populations living in communities. This would include promoting a sense of belonging to a faith-based, caring community, offering individual and group activities designed to enhance spiritual development, being present as a supporter and confidant as individuals adapt to community living and face times of difficulty, and assessing and addressing emotional needs as they arise with an emphasis on connecting residents with other services if necessary.

### Education/Experience:

- Master's Degree in Social Work, Pastoral Counseling or related field
- Experience working with children and adults
- Possess or working toward license in Social Work or related field from the State of Tennessee (e.g. LCSW, LMFT, LPC-MHSP) is strongly preferred

### Other Skills or Requirements:

- Knowledge of human behavior and ability to use various methods and techniques of crisis counseling with children and their families
- Ability to relate to and work with emotionally upset individuals
- Effective interpersonal skills
- Comfort in assisting faith journey and end of life issues
- Strong verbal and written communication skills
- Ability to exercise good judgment, courtesy, and tact in dealing with the public and staff
- Ability to plan and organize work and follow tasks through to completion.
- Ability to work well under pressure and/or meeting deadlines
- Ability to handle confidential information with extreme professionalism
- Successful completion of criminal background screening

Competitive salary with excellent benefits package. Please e-mail cover letter (detailing how candidate meets posted minimum requirements) with salary history and resume to Lisa McGovern, LCSW, Program Supervisor, at [lmcgovern@cctenn.org](mailto:lmcgovern@cctenn.org)

POSTING DATE: July 21, 2017

DATE AVAILABLE: July 31, 2017

**Catholic Charities of Tennessee, Inc. is an equal opportunity employer. All applicants with disabilities will not be discriminated against because of their disability. EEO/VEVRAA prohibits discrimination of protected veterans under Section 503.**