



Licensed Professional Counselor Associate

LOCATION:	The Emmaus Center
DEPARTMENT:	The Emmaus Center
STATUS:	Exempt
SALARY:	Commensurate with Experience
CLEARANCES:	Background, Fingerprint, & Driving
FULL OR PART TIME:	Full Time, with Benefits
REPORTS TO:	Director of Clinical Services

POSITION SUMMARY

A Licensed Professional Counselor Associate is responsible for maintaining a caseload of adult, children, or family clients and completing progress notes in a timely manner. An LPC associate employed by the Emmaus Center must be actively working toward full LPC licensure and meet all supervision requirements mandated by Texas Law. Positions available may be part-time or full-time.

I. ESSENTIAL DUTIES AND RESPONSIBILITIES

SUPERVISION REQUIREMENTS

- LPC associates are responsible for the cost of supervision toward full licensure and must:
- Receive 4 hours supervision by an LPC-S per month as required by law
- Keep an accurate continuous record of direct and indirect hours and be able to show proof
- Abide by all regulations regarding associate status

CLIENT SERVICES duties

- Provide individual, marriage and group counseling, according to individualized treatment plans and in accordance with professional standards
- Make treatment and social service referrals to appropriate agencies that support client goals
- Create, maintain and submit accurate records and documents in a timely manner
- Maintain current knowledge of assessment and treatment techniques and community resources using in-service training, seminars, workshops and publications

II. COMPETENCIES

STRATEGIC THINKING

- Incumbent offers advice and creates plans based on analysis of issues and trends, and how these link to the responsibilities, capabilities, and potential of the center. Scans an ever-changing, complex environment in anticipation of emerging crises and opportunities. Develops well-informed advice and strategies that are sensitive to the various needs of multiple stakeholders and partners, reflects the strategic direction of the department and position the organization for success.



JUDGEMENT

- Makes sound decisions; bases decision on fact rather than emotion; analyzes problems skillfully; uses logic to reach solutions.

PROBLEM SOLVING

- Anticipates problems; sees how a problem and its solution will affect other units; gathers information before making decisions; weighs alternatives against objectives and arrives at reasonable decisions; adapts well to changing priorities, deadlines and directions; works to eliminate all processes which do not add value; is willing to take action even under pressure, criticism or tight deadlines; takes informed risks; recognizes and accurately evaluates the signs of a problem; analyzes current procedures for possible improvements; notifies supervisor or problems in a timely manner.

CLINICAL SKILLS

- Maintains an ethical practice (e.g. awareness of ethical standards and conduct); demonstrates strong client relationships and interpersonal skills (e.g. establishes and maintains rapport, accurately perceives and understands clients, and maintains role boundaries); recognizes diversity, individual difference, and cultural competency in clinical practice; implements appropriate assessment and intervention strategies; demonstrates competency in general clinical skills including the understanding of concepts, theory, and empirical foundations for practice.

ORGANIZATION

- Able to manage multiple projects; able to determine project urgency in a practical way; uses goals to guide actions; creates detailed action plans; organizes and schedules people and tasks effectively.

COOPERATION AND TEAMWORK

- Works harmoniously with others to get a job done; responds positively to instructions and procedures; able to work well with staff, co-workers, peers and managers; shares critical information with everyone involved in a project; works effectively on projects that cross functional lines; helps to set a tone of cooperation within the work group and across groups; coordinates own work with others; seeks opinions; values working relationships; when appropriate facilitates discussion before decision-making process is complete.

QUALITY OF WORK

- Maintains high standards despite pressing deadlines; does work right the first time; corrects own errors; regularly produces accurate, thorough, professional work.

RELIABILITY

- Personally responsible; completes work in a timely, consistent manner; works hours necessary to complete assigned work; is regularly present and punctual; arrives prepared for work; is committed to doing the best job possible; keeps commitments.



SUPPORT OF DIVERSITY

- Treats all people with respect; values diverse perspectives; participates in diversity training opportunities; provides a supportive work environment for a multicultural staff; shows sensitivity to individual differences; treats other fairly without regard to race, sex, color, religion, mental or physical ability, health status, nation of origin, recognizes differences; takes advantage of opportunities to learn and gain by working together; values and encourages unique skills and talents; seeks and considers diverse perspectives and ideas.

LEADERSHIP AND SKILLS DEVELOPMENT

- Develop leadership skills to be able to lead, interact with, and direct various projects in the community.
- Seek continuing education is a specific counseling modality.

III. COLLABORATIVE RELATIONSHIPS

- Assists in maintaining regular communication with all office personnel, staff counselors, interns, and practicum students.

IV. WORKING CONDITIONS

- The work will be carried out in a controlled, agreeable environment as generally represented by normal office conditions.
- This position involves office work of a professional nature and some travel within the diocese. *Some nights, weekends and use of personal vehicle may be required. Remote work may be necessary through Telehealth format.*

V. PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties. While performing the duties of this job, the employee is regularly required to, stand, sit; talk, hear, and use hands and fingers to operate a computer and telephone keyboard reach, stoop kneel to install computer equipment. The ability to sit for an extended period at a computer workstation and handle moderate noise, e.g., office with computers, phone, printers, light visitor traffic, etc. Required regular, predictable attendance with the ability to work in a confined area with co-workers. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and ability to adjust focus due to computer work. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.



VI. MENTAL AND APTITUDE REQUIREMENTS

- The ability to hear and talk; strong writing skills, analytical, conceptual, problem-solving and decision-making skills; and handling multiple tasks within the confines of deadlines.
- Must have a “growth mindset” in lieu of “fixed mindset”:
 - *“In a **growth mindset**, individuals have an underlying belief that their learning and intelligence can grow with time and experience. When people believe they can get smarter, they realize that their effort influences their success, so they put in extra time, leading to higher achievements. In a **fixed mindset**, individuals believe their qualities are fixed traits and therefore cannot change. These people document their intelligence and talents rather than working to develop and improve them. They also believe that talent alone leads to success, and effort is not required.”*

VII. QUALIFICATIONS AND SKILLS

- Passion for the mission and philosophy of The Emmaus Center
- Master’s Degree in Counseling, Clinical Social Work, Psychology or related field
- Valid Texas clinical license as an LPC associate
- Ability to build strong teams to meet performance goals
- Clinical experience
- Experience and knowledge of direct behavioral health services, including assessment, treatment and consultation
- Knowledge of diverse modalities of counseling and diagnostic principles
- Knowledge of, and ability to, apply counseling and diagnostic theories and techniques to a full range of diverse client populations, as well as co-occurring disorders
- Knowledge of clinical research literature
- Program development, data and performance management experience
- Belief in a Christian-based approach to human services
- Excellent oral and written communication skills
- Proficiency in Microsoft Office (Word, Excel, Outlook, PowerPoint) and data management environments
- **Must maintain extreme confidentiality, care, and trust of information that may be of a personal or sensitive nature pertaining to employees, clients and/or the overall DOV.**
- *Position is security sensitive.*



VII. HOW TO APPLY AND SUBMISSION DEADLINE

- 1) Completion of the following items is required for consideration:
 - Diocese of Victoria Employment Application
 - <https://www.victoriadiocese.org/current-job-postings>
 - Résumé, with three (3) professional references and contact information
- 2) Submission deadline of required documents is:
 - Until position is filled
- 3) Submit the completed documents to:
 - **Melissa Salinas, Diocesan Director of Human Resources by:**
 - Email: msalinas@victoriadiocese.org; **OR**
 - Mail: P.O. Box 4070, Victoria, TX 77903-4070; **OR**
 - In-Person: 1505 E. Mesquite Lane, Victoria, TX 77901
- 4) For Questions, contact:
 - **Melissa Salinas, Diocesan Director of Human Resources**
 - Email: msalinas@victoriadiocese.org; **OR**
 - Phone: (361) 827-7177

Note: This description is intended to indicate the kinds of tasks and levels of difficulty that will be required by this position. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty. ***Applicant must clear Texas Background Check, National Background Check, Fingerprint Check and Driving Check in order to be considered for position.***