



Position: Licensed Mental Health Therapist/Counselor

Job Type: Full-time, 40 hours per week, benefits eligible (see Compensation and Benefits section below), with other work situations considered. Candidates will be asked to state their desired number of work hours per week in their cover letter (see Application Submission Process below).

Reports To: Executive Director

Position Location: Billings, MT. Other locations within the Diocese of Great Falls-Billings may be considered if a successful candidate from Billings or the surrounding area is not identified.

In-office/Remote: This position will be based at CSSM's office location in Billings and 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 71 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 nearly 30 Montana communities since then. 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, with physical office locations in Helena and Billings, MT. 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 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. 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. Applicants will be required to travel intermittently to provide services across Montana dependent on client and community partner demand. Services will be provided either in-person or through teletherapy, with up to, but no more than 25 client sessions scheduled per work week (for full-time counselors). Applicants should be a Roman Catholic with knowledge of the social and moral teachings of the Roman Catholic Church and will be asked to practice 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.
- Networks with relevant agencies, services providers, faith communities, community partners, etc. to identify opportunities for education in local communities.
- Provides mental health education sessions in local communities as required.



- If necessary, collaborates with the Program Coordinator to assist with the collection of fees from clients for services provided.
- 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 10% 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 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 near or close to employment date to provide counseling/therapy services in the state of Montana, i.e. LCSW, LCPC, or LMFT.
- The ability to obtain continuing education credits as required by the agency and the state of Montana.
- A Roman Catholic with knowledge of the social and moral teachings of the Roman Catholic Church and willing to practice 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.
- Must be or must be willing to be Safe Environment certified through the Diocese of Great Falls-Billings.
- Currently live in or be willing to relocate to the Billings, MT area. Other locations within the Diocese of Great Falls-Billings may be considered if a successful candidate from the Billings area is not identified.

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 28 paid leave days in your first year, composed of 12 days vacation and 16 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. The initial review of candidates will begin Thursday, November 21st, with interviews scheduled shortly thereafter. Completed job applications submitted after November 21st are welcome as long as the position remains unfilled. Please include a cover letter, resume, and copy of current Montana licensure. If selected for an interview, candidates should be prepared to provide 3 professional references and a letter of reference from their pastor. The cover letter should include the reason you are interested in this position, your knowledge about the practices and teachings of the Roman Catholic Church, and the number of hours per week you are hoping to work (full-time is 40 hours per week, with other work situations considered). Successful candidates will need to pass a background check before hire. Position open until filled.