



# Diocese of Rockford Catholic Charities

555 Colman Center Dr | Rockford, Illinois 61108

Job Description	
<b>Position:</b> Licensed Professional Counselor Catholic School Counseling	<b>Department/Location:</b> Catholic Charities McHenry Office
<b>Reports to:</b> Counseling Program Director	<b>Start Date:</b> Immediate
<b>FLSA Status:</b> Full-time Salaried Position <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	<b>Position Type:</b> 37.5 hours per week <b>Salary Range:</b> \$46,800 to \$48,652 annually

**Benefits Overview:** See <https://www.rockforddiocese.org/pdfs/accounting/Summary-of-Benefits.pdf>

**Provided to eligible full-time employees ONLY:** Health Insurance, Pension, Vacation, Sick and Personal Days, Holidays

**Provided to eligible full-time AND part-time employees:** 403(b) Retirement Plan, Paid Personal Time Off

**Overview:** Assist in identifying Catholic elementary school children with social, emotional, or learning problems. Provide direct intervention on-site or refer the children to appropriate outside agencies.

### Central Duties and Responsibilities:

- Consult with principals, teachers, parents, and other staff to provide initial assessment and screening for students referred for special services.
- Provide direct counseling and crisis intervention to students and families in need of service or provide referral services to appropriate community agencies.
- Provide group counseling and consultation to specific groups of children as needs arise and resources are available.
- Consult directly with the school principal to establish a clear line of communication and follow appropriate referral procedures to identify children with special needs.
- Consult directly with the teachers on an individual basis to give support and provide input on handling classroom management of children with individual behavior problems.
- Participate in agency and inter-agency staff meetings when appropriate.
- Attend seminars and conferences to enhance professional skills, with the approval of the School Counseling Supervisor.
- Provide mental health consultation, training and in-service, support, and crisis intervention.
- Maintain accurate statistics as required and maintain current case records.
- Adhere to the principles of confidentiality in all contacts and communications.
- Perform other duties as assigned.

**Supervision For:** None

**Qualifications:** Master's degree in social work, Psychology, Counseling, or related field. Possess an LCPC or LCSW license or be in active preparation to attain the license.

Be a Catholic in good standing.

Ability to read, analyze and interpret general business periodicals, professional journals, or governmental regulations. Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from professionals, clients, and the public in either individual or group settings.

Ability to apply principles of logical and scientific thinking to a wide range of intellectual and practical problems. Ability to deal with a variety of abstract and concrete variables.

**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 essential functions. The physical demands of this position are typical of an office setting. There are no unusual physical requirements.

**Directive:** Understand and adhere to the ethical and moral norms of the Catholic Church and its principles of charity and justice, the teachings of the Catholic Church, the Employee Handbook, and all Diocesan policies and procedures.

All offers of employment are conditional pending criminal history background and reference checks and approval to hire.

**To Apply:** Email cover letter and resume to Richard Parsons, Catholic Charities Counseling Program Director, at [rparsons@rockforddiocese.org](mailto:rparsons@rockforddiocese.org).

**Application Period:** August 5, 2025, to August 29, 2025, or later, until position is filled.