



**CENTER FOR  
WORK EDUCATION &  
EMPLOYMENT**

## Job Announcement

<b>Title:</b>	Mental Health Counselor
<b>Position Status:</b>	Full-time, Non-Exempt
<b>Reports To:</b>	Director of Organizational Wellness
<b>Hiring Range:</b>	\$60,833 - \$79,083/year
<b>Benefits:</b>	Full benefits including three weeks of vacation, every other Friday off, paid health days, paid family and medical leave, retirement match, health, dental and vision insurance, healthcare and dependent care flexible spending accounts, life insurance, disability benefits, comprehensive parenting benefits through Maven and a CWEE-issued laptop

Founded in 1982, the Center for Work Education and Employment ([CWEE](#)) is one of Denver's leading workforce and anti-poverty organizations. CWEE provides personal and professional support to address each career seeker's unique challenges and to facilitate a supportive path to long-term employment success. CWEE's mission is to foster personal and professional transformation for low-income families through confidence building, customized skills training, and career advancement. CWEE believes that regardless of personal situations and other barriers to employment, when an appropriate level of education and support is provided, individuals can and will succeed.

The values that drive CWEE's mission of helping individuals succeed also drive CWEE's approach to organizational management and employee development. CWEE embraces a culture of organizational learning and continuous quality improvement while centering trauma-informed care and wellness at all levels of the organization.

### **SUMMARY OF POSITION**

The Mental Health Counselor is responsible for providing individual psychotherapy, both in-person and via telemental health, and referral services to CWEE participants with the goal of increasing stabilization, strengthening coping strategies, and supporting relational health in order to support participants' economic well-being and capacity to obtain and maintain employment. This position works closely across teams to provide behavioral health services and promote access and connections to long-term behavioral health services. Populations of focus may include individuals experiencing homelessness, situational and/or generational poverty, and survivors of interpersonal violence, among others. This Mental Health Counselor is responsible for assessment, treatment planning and delivery of behavioral health services and also contributes to data collection and program evaluation efforts.

CWEE is seeking an individual with a passion and commitment to providing trauma-informed care to support participants as they prepare for, find and maintain employment.

### **ESSENTIAL RESPONSIBILITIES**

**Counseling** (60% of time)

- Conduct intake and assessments and provide individual, ongoing psychotherapy to an assigned caseload of participants
- Maintain accurate clinical records, complete data collection and evaluation
- Provide crises intervention services as appropriate
- Utilize best practices in telemental health
- Conduct clinically focused psychoeducational workshops and/or support groups for participants

#### **Referrals (25-30% of time)**

- Manage ongoing referrals from colleagues, as well as direct requests from CWEE participants
- Conduct brief assessment and resource calls with referrals to determine fit for CWEE-based or community-based mental health care
- Offer tailored resource and referral services to all CWEE participants seeking access to community mental health services
- Build and maintain relationships with community referral partners
- Maintain referral tracking system and contribute to ongoing data collection

#### **Communication (5-10% of time)**

- Participate in regularly scheduled staffings across teams to discuss participant progress; responsible for supporting trauma-informed practices
- Inform and support CWEE's organizational efforts toward Trauma Informed Organizational Practices through staff training and individual consultation
- Use effective and timely communication strategies and methods to communicate with various stakeholders

#### **Professional Growth and Wellness (5% of time)**

- Regularly reflect on progress toward professional goals, both individually and with supervisor, identifying and following through on learning opportunities
- Identify opportunities to mitigate stress

#### **JOB QUALIFICATIONS**

- Master's degree in social work, counseling or a related field from an accredited college or university, professional licensure as LCSW or LPC in the State of Colorado
- Candidates for licensure with minimum of five years of relevant direct service provision will also be considered
- Minimum of five years of direct service provision
- Proven ability to work with individuals from diverse and economically disadvantaged backgrounds
- Demonstrated skill in relational, trauma-focused, anti-oppressive, psychodynamic and/or cognitive therapeutic modalities; expertise regarding the mental health impact of poverty, trauma, and systemic oppression
- Knowledgeable of trauma informed practice and organizational approaches
- Experience and demonstrated skill working with individuals experiencing homelessness, situational, and/or generational poverty and survivors of interpersonal violence
- Understanding of Denver metro area mental health resources
- Experience with daily, detailed data entry and outreach

- Strong computer skills including web-based databases, internet research and proficiency with Microsoft Office applications

### **PERSONAL QUALIFICATIONS**

- Commitment to CWEE's mission of providing long-term, durable self-sufficiency through quality employment
- Active contributor to a positive work culture built on ongoing learning, continuous improvement and attention to wellness
- Flexible, a team player with a commitment to personal and professional accountability
- Solution oriented, able to make timely decisions despite ambiguity
- Proactive self-starter with excellent organizational skills and proven ability to balance multiple tasks and deadlines with attention to detail
- Results driven with strong critical thinking skills
- Strong self-awareness, confidence and integrity

### **WORK ENVIRONMENT**

- Must be located in the State of Colorado by the agreed upon start date
- CWEE operates in a hybrid workplace model that balances the responsibilities of being a direct service organization with the benefits of a flexible work environment; all staff should expect time in the office
- Ability to attend meetings and events within the Denver Metro area, which occasionally may be held outside of core office hours

### **TO APPLY**

Send cover letter and resume to [careers@cwee.org](mailto:careers@cwee.org). Please indicate '*Mental Health Counselor*' in the subject line. Applicants are encouraged to apply as soon as is practical as materials will be reviewed and interviews scheduled as qualified applications are received.

### **NO PHONE CALLS, PLEASE.**

CWEE is an equal opportunity employer and is committed to a policy of non-discrimination and equal opportunity for all qualified applicants. Applicants of any and all backgrounds are encouraged to apply. CWEE is also dedicated to building a diverse and inclusive workplace.

If you're excited about this role, but your past experience doesn't align perfectly with the requirements in the job description, we encourage you to apply anyways. You might be the right candidate for this or other roles within the organization.

A criminal background check of 7 years is required and CWEE will consider for employment all qualified applicants with criminal histories in a manner consistent with applicable law.