

May 5, 2026

Counseling Program Supervisor

Catholic Charities, Diocese of Covington

Full-Time • Exempt

Reports to: Executive Director

Supervises: Clinical Staff, Quality Assurance Coordinator

Position Summary

The **Counseling Program Supervisor** provides clinical supervision, program coordination, and direct counseling services for Catholic Charities' outpatient counseling program. This role ensures high-quality, evidence-based, trauma-informed mental health services while supporting staff development, clinical quality, and program stability.

The Counseling Program Supervisor provides **direct outpatient counseling services** and collaborates with agency leadership to strengthen and grow counseling services.

The ideal candidate is mission-driven, clinically experienced, organized, and comfortable working in a Catholic nonprofit environment that serves individuals and families from all backgrounds.

Key Responsibilities

1. Leadership & Program Oversight

- Provide leadership and coordination for the **outpatient counseling program**.
- Support stabilization and incremental improvement of the outpatient counseling services.
- Ensure program compliance with internal quality benchmarks and external accountability requirements related to counseling services.
- Serve as a member of the agency Management team, contributing counseling program updates, clinical insight, and collaborative input into operational planning and decision making.

2. Quality Assurance & Compliance

- Supervise the Quality Assurance Coordinator/Contract Specialist as it relates to counseling services.
- Ensure adherence to evidence-based practices, documentation standards, and audit readiness.
- Monitor treatment outcomes, program performance metrics, and quality indicators.

- Ensure compliance with HIPAA, confidentiality laws, and professional ethics.

3. Clinical Supervision

- Provide regular clinical supervision to counseling staff and clinicians seeking independent licensure, as appropriate.
- Review cases, service plans, and terminated case documentation.
- Serve as LCSW Supervisor (if applicable), providing required supervision hours to Certified Social Workers per state board standards.
- Promote a collaborative, ethical, and supportive clinical team culture.

4. Staff Management & Development

- Oversee counseling staff goal setting, performance evaluations, and professional growth.
- Assist with recruitment, onboarding, and retention of clinical personnel.
- Identify training needs and coordinate professional development opportunities.

5. Direct Mental Health Counseling (Approx. 75%)

- Provide outpatient clinical services including screening, assessment, therapy, referral, and follow-up.
- Maintain appropriate documentation in accordance with agency and regulatory guidelines.
- Demonstrate clinical competence working with diverse populations and presenting concerns.

Qualifications — Required

- Master's degree in Social Work or related mental health field.
- Licensed Clinical Social Worker (LCSW) or equivalent; LCSW-Supervisor preferred.
- 5+ years of clinical counseling experience.
- Minimum 3–5 years of supervisory or program leadership experience.
- Experience providing services to diverse populations (children, adults, families, couples, individuals with mental illness or substance-use histories).
- Strong clinical assessment, treatment planning, and documentation skills.
- Knowledge of DSM-5 and evidence-based trauma-informed practices.
- Ability to work independently and collaboratively in a team setting.
- High integrity and discretion with confidential information.

Qualifications — Preferred

- Supervisory certification (LCSW-S) by the Kentucky Social Work Board.
 - Experience working in a Catholic or nonprofit service environment.
 - Experience with accreditation standards (COA, Joint Commission, etc.) and outcome reporting systems.
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Personal Qualities

- Mission-driven and client-centered.
 - Strong leadership, boundaries, coaching, and communication skills.
 - Demonstrated cultural humility and commitment to high-quality client service.
 - Collaborative, supportive, and organized.
 - Comfortable representing the agency in faith-based and community settings.
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Compensation & Benefits:

- Three weeks of paid vacation (adjusted upwards for longevity), 17 holidays, 10 sick days, and 2 personal days
- Fully paid single health insurance
- Defined benefit pension plan and 403(b) retirement savings option
- Life insurance, long-term disability, and travel/mileage reimbursement
- Loan forgiveness program
- Tuition assistance for children attending Diocese of Covington Catholic schools

To Apply

Please submit your résumé, cover letter, salary history, and at least three references to:
Shannon Braun — sbraun@covingtoncharities.org

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www.covingtoncharities.org/news-events/job-opportunities

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