

## Job Description

Position: Counselor

Supervisor: Director of the Christian Counseling Services

Summary: The position of counselor is to function within the context of Christian Counseling Services, a program of the Christian Family & Children's Center, to deliver Counseling services that are distinctly Christian and professional to the community. This position is part of a corporate team ministry and not a private practice. Services rendered will relate to the operations of counseling, referral, record keeping, and the administrative tasks related to the operation of the Counseling Program.

### I. Qualifications:

- A. Counselor must have successfully completed the requirements of a Masters Degree from an accredited school.
- B. Counselor must possess good therapeutic, diagnostic, and communication skills.
- C. Counselor must have a solid relationship with the Lord Jesus Christ.
- D. Be in good health.
- E. Must be able to demonstrate the attributes of a Christian role model with clients, staff, and the community at large (1 Timothy 4:12f; Joshua 24:15)
- F. Counselor must be licensed or working towards licensure (as approved by the Center) in the state of PA.

### II. Responsibilities:

- A. Work under the supervision of the Director of Christian Counseling Services in order to provide effective counseling treatment, and referral services to the clients designated to him/her by the Director up to 20 hours a week of counseling and 20 hours of preparation, record keeping and administrative functions.
- B. Provide the administrative functions of billing, public relations, networking, and program development as designated by the Director of Christian Counseling Services.
- C. Provide Case Management Services to his/her clients, defined by diagnosis, the development of treatment plans, evaluation and referral as defined by Center policies.
- D. Provide record keeping functions of his/her clients, and submit those records to designated personnel at the Center.
- E. Abide by and uphold the policies and procedures as defined for the Christian Counseling Services and the Center as a whole (Joshua 1:7f)
- F. Counselor will support the program goals and objectives of the Center and the Counseling Services.

- G. Counselor will participate in regularly scheduled supervision meetings.
- H. Counselor will participate in regularly scheduled staff meetings.

III. Evaluation:

Counselor will participate in a minimum six-month probationary period during which time he/she will participate in three month supervisory evaluations. After the successful completion of two three-month evaluations he/she will receive an annual evaluation thereafter.

Adopted: Winter, 1995: Revised July, 2000