



JOB DESCRIPTION

Title:	Counselor
Department:	Formation / Connections
Reports To:	Counseling Center Pastor/Director
Pay Status:	Full-time / Hourly / Non-Exempt

General Summary and Objective: Responsibilities consists of providing Christian based counseling to clients, including Crossroads Christian Church attendees, staff, and the surrounding community.

Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

- Abide by the American Association of Christian Counselors' Code of Ethics
- Strive to DO NO HARM
- Collect from client a thorough history and ascertain presenting problems.
- Encourage clients to express their feelings and discuss what is happening in their lives and help them to develop insight into themselves and their relationships
- Evaluate clients' physical and/or mental conditions based on review of client information
- Develop and implement treatment plans based on clinical experience, knowledge, and godly insight.
- Estimate duration of treatment plan, communicate this in weekly supervision meetings, and notate in client file.
- Conduct counseling with a results-based approach, identifying key growth points in clients' treatment plans.
- Guide clients in the development of skills and strategies for dealing with their problems. Modifying treatment activities and approaches as needed in order to comply with changes in clients' status
- Pray with client once during every session.
- Discuss with individual patients their plans for life after leaving therapy
- Refer patients, clients, or family members to community resources or to specialists as necessary
- Prepare and maintain all required treatment records and reports in a timely manner, maintaining confidentiality of records in relation to clients' treatment. Digital records are kept within Therapy Notes software.

Additional Responsibilities:

- Participate in weekly supervision meetings, staff Chapel gatherings, and other team meetings as required.
- Stay current on new developments in the fields of psychology and Christian counseling by reading professional literature, attending courses and seminars, and establishing and maintaining contact with other social service agencies

Requirements:

- Fully committed follower of Christ
- Champion of vision, values, and culture of Crossroads Christian Church
- Ability to work in harmony with other staff members
- Exceptional model of personal integrity and ability to maintain confidentiality within appropriate ethical boundaries
- Master's Degree in Counseling or a related field
- Minimum 2-4 years of experience in counseling
- Ability to convey a positive professional image
- Effective communicator with ability to interact with discernment and clarity
- Personally lives out the values and counsel being dispensed to clients
- Intentional learner

Position Type/Expected Hours of Work

Full-time 35 hours per week, that includes a minimum of 22 client sessions per week to maintain full-time status

Work Environment

This job operates in a professional Counseling Center environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets.

Physical Demands

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required write or type to record notes as appropriate for client sessions, sit, walk, use hands or fingers, and reach with hands and arms, use copier, and use telephone.

Travel

This position requires little travel. The team attends a four-day AACC conference every other year.

May 10, 2022

The statements listed are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of duties and requirements. This does not establish a contract for employment and is subject to change at the discretion of the employer.