



JOB TITLE: COUNSELOR

Reports To: Church Administrator
Prepared by: Human Resources

FLSA Status: Exempt
Date: January 2018

SUMMARY:

The Counselor will establish, supervise and monitor non-profit psychosocial Christian-based counseling programs. This position will collaborate medical ministry leaders, conduct intakes and referrals, manage case assignments, review case files quarterly, and meet monthly with AGAPE and the Health Care Ministry's. The Counselor will conduct regular meetings with staff and volunteers to ensure that the mental health and psychological needs of ASBC members are met. Hold quarterly volunteer and ministry leaders prayer meetings to agree in prayer to build up the essence of the ministries through the foundation of prayer; share the vision of ASBC Leadership to develop structure a for the counseling program to grow by meeting present and future needs. This position will serve as lead counselor for members with more complex issues including those referred by the Pastoral Staff and provide short-term crisis intervention. This position will be expected to contribute to the team spirit of the staff through fellowship, encouragement, cooperation, prayer and other appropriate ways with the ASBC family.

This is a full-time position, which reports directly to the Church Administrator.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The Counselor position's primary responsibilities will include the following:

- Formulate and administer comprehensive psychosocial programs based on member needs and available resources; make recommendations to and consult with the ASBC Leadership and AGAPE Leadership on general policies and procedures, goals, proposals, and methods of service delivery for mental health.
- Disseminate, interpret and implement policies, laws, and regulations related to mental health services to church leadership, volunteers and ASBC ministries.
- Collaborate with AGAPE in delivery of counseling services to ASBC members as needed.
- Direct the work of Health ministries engaged in the delivery of counseling services; determine types and level of services to be provided and standards by which delivery will be evaluated in accordance with ASBC policy and managed care providers.

- Establish counseling program goals and objectives; prepare program plans and reports; develop, update and modify program procedures to reflect consistency with counseling policies.
- Prepare and monitor program budgets; analyze program data to identify trends, unmet needs, and modify program accordingly; gather and analyze information pertaining to project needs, including overall project evaluation; develop and monitor unit's data collection systems (client attendance).
- Evaluate the need for training, collaborate with AGAPE to provide or arrange for appropriate training for ministry leaders, develop and modify administrative procedures and standardize practices in assigned program.
- Maintain current knowledge base for counseling program and serve as an expert psychosocial resource; coordinate implementing forms and assist in emergency needs to facilitate treatment; update and modify training manuals and establish monitoring systems to ensure timely and accurate reporting and documentation for all client contacts and/or programs.
- Conduct monthly meetings with ministry leaders to assure the teams are meeting the needs of the church population; prepare and submit quarterly departmental reports for leadership.
- Perform preliminary mental health assessments and short-term crisis intervention services. In collaboration with established direct services make appropriate community/hospital referrals when necessary.
- Conduct short-term counseling in the areas of grief, depression and anxiety.
- Document all ASBC member contacts, i.e. face-to-face, telephone or email.
- Understand and employ HIPAA practices.
- Develop and schedule training or educational workshops to include professional topics to inform various ministries/departments within the church;
- Network with other programs, federal, state and local, for appropriate referrals and information on community support agencies; interview and select interested ASBC members wanting to volunteer in the unit and make appropriate referrals as needed.
- Perform relevant support duties as appropriate.

CORE COMPETENCIES REQUIRED:

- Proven strengths in leadership and administrative management skills, strong clinical assessment and treatment skills.
- Ability to lead, organize and participate in assessments.
- Strong desire to help others and be able to inspire, respect, trust and maintain confidentiality.
- Ability to work independently or part of a team.
- Follow the ASBC and professional code of ethics associated with the respective certifications and licenses.
- Supervision experience in clinical or non-profit setting.
- Previous experience in church ministries.
- Demonstrated experience in Christian counseling.
- Possess a teachable spirit, desiring to grow as a person and as a leader.
- Excellent communication and interpersonal skills.

EDUCATION, CERTIFICATIONS AND LICENSES:

The Counselor requires the following:

- Masters degree in Psychology, Counseling or Social Work.
- Licensed as Professional Counselor (LPC), Licensed Clinical Social Worker (LSCW) or Marriage and Family Therapist (LMFT) by VA Board are preferred. Clinical training and supervision a plus.
- Proficient use of current office and communication technology including Microsoft office, social media, and database knowledge.

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 the essential functions.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Equal Opportunity:

Alfred Street Baptist Church is an Equal Opportunity Employer and does not discriminate due to age, sex, religion, race, color, national origin, disability, marital status, veteran status, or any other factor prohibited by law. Qualified candidates of all backgrounds are encouraged to apply.

How to apply: Please submit a resume and cover letter to, Shelena Hollinger, Human Resources, 325 South Patrick Street, Alexandria, Virginia 22314 or email careers@alfredstreet.org