



Counselor at Jessie's Place

TITLE: Counselor
CLASSIFICATION: Full Time
SUPERVISOR: Director of Jessie's Place

POSITION SUMMARY:

The counselor is responsible for helping clients manage and overcome mental and emotional disorders and problems with their family and relationships through actively listening, asking questions and developing strategies to help improve their lives.

DUTIES:

- Encourage clients to express their feelings in order to help develop insight within themselves and other relationships.
- Collect information through interviews, observation or other applicable methods.
- Conduct individual, group, family and play therapy sessions in an effort to assist clients with overcoming various adversities.
- Develop and implement treatment plans based on clinical experience and knowledge.
- Prepare and maintain treatment records and reports ensuring client confidentiality.
- Evaluate client's mental and physical health, and assess for suicide ideas or attempts.
- Collaborate with other staff members to conduct clinical assessments, treatment plans and strategies that encourage spiritual growth for women.
- Refer clients or family members to community resources or specialists when necessary.
- Serve as client advocate, coordinate required services and resolve emergency problems in crisis situations.
- Counsel client family members to assist in understanding, dealing with and supporting clients.
- Track client progress and effectiveness of counseling programs when moving toward defined objectives.
- Discuss post-treatment plans upon client release.

- Stay updated with new developments in counseling through professional literature, courses and seminars, and contact with other social service agencies.
- Collect information about community mental health needs and resources used with therapy in an effort to plan, organize, or lead structured programs for clients.
- Coordinate and direct workshops, courses, or training regarding mental health issues.
- Participate in staff meetings and training programs.
- Adhere to Mission policy, procedures and professional code of ethics including all other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Must have excellent written, verbal and documentation skills with the ability to establish rapport.
- Knowledge of community resources and social work practices with high risk populations.
- Able to work with clients in crisis and must be knowledgeable in intervention techniques when working with families.
- Able to motivate others toward achieving goals.
- Able to work independently, be task-oriented, non-judgmental and focused.

QUALIFICATIONS:

Master's degree in Counseling or Social Work from an accredited university or college preferred. Applicant must have work-related experience in individual, family and group counseling as well as psychosocial assessment.

ATTITUDES AND ATTRIBUTES:

- Maintain biblical priorities in commitment to family, ministry, associates, and interests.
- Make sound, realistic judgements and decisions.
- Use time effectively to accomplish goals and objectives.
- Display courteous and helpful attitude to all customers.