

Cross Connections JOB DESCRIPTION

JOB TITLE: Professional Counselor

REPORTS TO: Clinical Director

CLASSIFICATION: Non-exempt, part-time

GENERAL DESCRIPTION: Provides Christ-centered Biblical counseling

DUTIES AND RESPONSIBILITIES:

- Maintains a caseload of clients as assigned, scheduling appointments as clinically and ethically appropriate.
- Keeps up-to-date progress notes in SOAP or other accepted format, dating and signing all notes.
- Collects fees from clients and keeps timely & accurate client records concerning fees and dates of service. No client should be more than two sessions in arrears.
- Provides Office Manager with access to Client Accounts Book weekly for reconciliation.
- Provides monthly timesheet for payroll and other accounting documents promptly according to Cross Connections financial requirements.
- Makes regular contact with referring pastors and returns their communications in a timely manner.
- Attends supervision meetings; absence notification to Clinical Director.
- Attends two clinical meetings per year and the annual staff-board retreat.
- Completes necessary paperwork and closes files on quarterly basis.
- Follows up on library or other Cross Connections materials loaned to clients.
- Keeps terminations current on quarterly basis.
- Seeks or maintains licensure in Indiana.
- Holds membership in at least one professional organization.
- Leads groups in network/community as required.
- Writes articles for *The Fort Wayne Lutheran* and other publications as requested.
- Volunteers to help with fundraising events, as able.
- Checks email and phone messages and replies, when necessary, on a daily basis.
- Must sign and uphold Cross Connections Statement of Faith.
- Praying with client(s) is integral.
- Arrives for client appointments at least 15 minutes prior to scheduled time.
- Attends monthly staff meetings.
- Regularly available at least 2 days per week for clients and staff needs.
- Other duties as agreed upon with the Clinical Director.

SKILLS/ATTRIBUTES NEEDED:

- Clear and concise communicator with clients, staff, pastors, and lay leaders.
- Strong inter-personal skills.
- Holds themselves to the highest professional and ethical standards.
- Maintains positive attitude and demeanor.
- Represent Cross Connections in a Christian manner at all times.

EDUCATION AND/OR EXPERIENCE:

Master's degree in an appropriate, licensable mental health related field and license in the state of Indiana are required. If the person is not licensed, he/she must be licensed no later than 4 years of hire date.