

## **Cross Connections**

### **JOB DESCRIPTION**

JOB TITLE: Independent Contractor - Professional Counselor

REPORTS TO: Clinical Director

CLASSIFICATION: Contract, 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 documentation including Assessments, Treatment Plans, Progress Notes, etc. in TherapyNotes and assures that all filing of clinical information is done accurately and within the required time frames.
- Conducts initial client assessments and provides accurate and appropriate diagnostic impressions through the use of the DSM-5.
- Develops and maintains ongoing treatment plans for each client.
- Writes and maintains progress notes for all appointments with clients.
- Completes appropriate discharge paperwork of clients and closes terminated files in a timely manner.
- Makes appropriate referrals for clients, within or outside of agency, if necessary.
- Provides individual therapy, group therapy, couples therapy, and/or family therapy.
- Maintains confidentiality for clients, abiding by all HIPAA regulations.
- Follows up on library or other Cross Connections materials loaned to clients.
- Abides by agency's policies and procedures.
- Must sign and uphold Cross Connections Statement of Faith document.
- Praying with client(s) is integral.
- Other duties as agreed upon with the Clinical Director.

SKILLS/ATTRIBUTES NEEDED:

- Represents Cross Connections in a Christian manner at all times.
- Holds themselves to the highest professional and ethical standards.
- Ability to communicate with compassion and empathy.

EDUCATION AND/OR EXPERIENCE:

- LMHC or LCSW is required.
- Master's Degree from an accredited university.
- Master's degree in an appropriate, licensable mental health related field (including Counseling, Psychology, Social Work), and license in the state of Indiana are required.

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*Signature of Professional Counselor*

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*Date*

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*Signature of Clinical Director*

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*Dates*