

Cross Connections

JOB DESCRIPTION

JOB TITLE: Professional Counselor

REPORTS TO: Clinical Director

CLASSIFICATION: Exempt, full-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.
- If applicable, provides trainings and support to other staff.
- Provides monthly activity sheet for payroll and other accounting documents promptly according to Cross Connections financial requirements.
- Makes any necessary contact with referring pastors and principals and returns their communications in a timely manner.
- Attends regular individual and group supervision meetings.

- Attends monthly Biblical Education Hour, and weekly Bible Studies through the agency.
- Attends the annual staff-board retreat.
- Follows up on library or other Cross Connections materials loaned to clients.
- 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 regular basis.
- Abides by agency's policies and procedures.
- Must sign and uphold Cross Connections Statement of Faith document.
- Praying with client(s) is integral.
- Attends monthly staff meetings.
- Maintains regular weekly schedule to meet client and agency needs.
- 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.
- Displays positivity through building and upholding team morale.
- A willingness to attend trainings and/or complete certifications related to counseling as requested by Clinical Director.
- Arrives on-time for work and communicates well with admin staff when/if he/she is running late or there is a change in their schedule.

EDUCATION AND/OR EXPERIENCE:

- Preferably LMHC or LCSW.
- 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.
- If the person is not licensed, he/she must be licensed no later than 2 years of hire date.
- Must maintain professional licensure and/or certification throughout employment with this agency.

Signature of Professional Counselor

Date

Signature of Clinical Director

Dates