

**[Church Name]**  
**Licensed and License-Eligible Clinical Counselor Job Description**

**Job Title:** Licensed and License-Eligible Clinical Counselor

**Reports To:** Director of Counseling Center

**Position Status:** Full-Time

**General:**

The Licensed and License-Eligible Clinical Counselor shall be responsible to provide clinical counseling based on biblical principles and in support of the doctrine and traditions of the [Church Name].

**Job Responsibilities and Duties:**

**Spiritual Readiness**

- Have the willingness to use the spiritual gifts involved in the counseling, such as exhortation, teaching, and mercy.
- Have and maintain a consistent Christian walk that is above reproach before the world.
- Have a servant's spirit, a learner's mind, and his body under subjection.
- Be fully committed to the study of God's word.
- Be committed to teach God's word to others.
- Be sound in biblical doctrine and in opposition of false doctrine.

**Counseling**

- Provide individual, marital, family, and group therapy, as needed.
- Perform assessments that include diagnostic interviewing, referrals for testing, and treatment planning to address the client's issues.
- Provide consultations to people seeking information about mental health issues or relationship problems in themselves or others.
- Participate, in conjunction with other counselors, in fielding urgent client situations escalated from the front office.
- Work in coordination with local and national church leadership, as needed, in clinical, consulting, and program development roles.
- Participate in the development and delivery of Church Outreach seminars and presentations.

- Participate in the development of informational content for use with clients and/or use on the organization's website.
- Lead and/or participate on projects that develop materials for the Elder's use or for the use of the membership of the [Church Name].
- Participate in providing mentoring to people from the [Church Name] that are going to school in mental health-related fields.

### **Qualifications:**

1. Must be a member of the [Church Name], in good standing, with the approval of his/her local elder.
2. Must have a minimum of a Masters degree in counseling (or closely related field) from an accredited academic institution.
3. Must either have a license in the State of [Your State] to provide professional counseling or be on a path to achieve licensure.
4. Must have a clear conviction and calling to serve the Lord in this type of ministry.
5. Must have character, integrity and be above reproach in all areas of conduct and life, including the ability to maintain confidentiality.
6. Must be sound in biblical doctrine.
7. Must agree with and comply with the biblical characteristics for those in leadership positions.
8. Must be committed to serve the entire spectrum of the [Church Name] membership.
9. Must agree with and comply with the [Church Name] Charter.
10. Must agree with and comply with the [Church Name] Counseling Philosophy.

### **Expectations for Personal/Professional Skill Development:**

- **Breadth:** Each [Church Name] counselor is expected to be able to address general counseling issues across a broad range of clients. These include being able to help clients with issues such as dealing with stress, grief, conflict resolution, etc.
- **Depth:** Each [Church Name] counselor is expected to develop an area or areas of clinical specialty for which she/he can provide in depth assessment and intervention. Examples: Eating disorder, OCD, etc.
- **Continuing Education:** Each [Church Name] counselor is expected to participate in ongoing continuing education and personal/professional skill development. They are responsible to keep themselves abreast of current developments in the state of the mental health field. This includes general awareness of areas that are not considered to be each counselor's specialty areas.

### **Skills Required**

- Critical thinking skills
- Ability to take the perspective of people from the cross section of the church
- Ability to conceptualize how materials will be received by the church membership
- Personal management and organization
- Ability to think creatively and openly
- Writing skills
- Ability to use Microsoft Office programs
- Ability to use email and internet
- Effective communication skills
- Sensitivity and discernment
- Empathy
- Ability to maintain confidentiality

**Evaluation and Compensation**

The Licensed and License-Eligible Clinical Counselor works directly under the Director of Counseling Center and receives an annual performance evaluation. Compensation is reviewed annually.

I have read and received a copy of my job description. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow my job as outlined above, and that if I have any questions concerning what is expected of me, I will speak with my immediate supervisor identified above.

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Employee

Date

Revised: \_\_\_\_\_