TEXAS BAPTIST CHILDREN'S HOME
Position Description
COUNSELOR, HOPE PROGRAM

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POSITION ASSIGNMENT

Position Title: Counselor, Hope Program
Company: TBCH
Status: Exempt Full Time
Reports to: Director Hope Program Georgetown

TBCH Vision: Texas Baptist Children's Home embraces children and families in need in order to empower and equip them for a promising future.

Three Key Results for TBCH:

1. Best in class client outcomes
2. Securing our shared future
3. Be the employer of choice

POSITION SUMMARY

The Counselor is responsible for providing groups and workshops to FBC, Round Rock, Georgetown and surrounding communities. Provides individual counseling, marital, and family counseling to residential clients and the community. Facilitate training for TBCH/HOPE staff when necessary. Review and discuss Informed Consent with potential HOPE clients. Responsible for intake paperwork, session notes, and Treatment Plan for counseling clients. Attends training to meet LPC or LMFT licensure requirements. The Counselor shall provide 25–30 hours of direct face-to-face client services per week. Provides referrals for clients that are out of the HOPE Programs scope of service.

KEY RESPONSIBILITIES

SKILL BASED COMPETENCIES

Counselor

- Ability to relate to and work effectively with multi-cultural clientele.
- The Counselor shall provide 25–30 hours of direct face-to-face client services per week.
- The Counselor shall provide site supervision services to TBCH approved volunteer graduate student interns as required by their university.
- Refers clients, youth and children for counseling and psychological testing when appropriate.
- Maintains flexible schedule; available to meet clients on weekends when necessary.
- Facilitate training for clients, community, and staff.
- Provide counseling paperwork to clients.
- Keep session and progress notes for each client.
- Maintain client files including Informed Consent, Initial Intake, Notice of Privacy Practices Acknowledgement, Assessments by 4th session, Treatment Plans, Progress notes, and Discharges.
- Promote, develop, prepare, and conduct community workshops and groups for TBCH HOPE or in partnership with other Georgetown nonprofits.

- Adhere to TBCH Mission, Core Values, Texas Behavioral Health Executive Council, Texas State Board of Licensure for respective license, HIPAA compliance, ACA Code of Ethics, and TBCH guidelines.
- Commitment to Christian principles and teachings both professionally and personally.

Administrative

- Report immediately any suspected child abuse/neglect.
- Reports complaints and concerns immediately to HOPE Director.
- Coordinate scheduling and reminders for counseling appointments.
- Submit weekly and monthly counseling reports in a timely manner.
- Maintain updated client contact information lists.
- Submit reporting data as required by agency.
- Follows approved guidelines for making program purchases. Submit receipts monthly for reimbursement.
- Submit statistical reports and provide documentation for client files.
- Document client contact, group activities, attendance and maintain appropriate records
- Participate in scheduled one-on-one meetings, agency training, staff consultations and off campus workshops and seminars where approved by HOPE Director.
- Participate in staff chapel when available.
- Any other responsibilities as required by HOPE Director.

BEHAVIOR BASED COMPETENCIES

- Christian, biblical behavior is expected at all times and includes but is not limited to the following:
    - Able to visually supervise children, youth and families.
    - Able to listen and verbally communicate with clients.
    - Ability to perform duties with moderate supervision. Supervisor is usually available. Most tasks are governed by standard practices; however, some are not. Problem solving skills and prudent judgment are required.
    - Ability to handle multiple tasks; energetic; good organization skills.
    - Ability to motivate people.
    - Must have good written and verbal communication skills.
    - Must be computer literate.
    - Must be self-motivated with good organization and time management skills.
    - Capable of holding or physically restraining children.
    - Ability to use up to 50 lbs. of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force continuously to move objects and/or people.
    - Capable of maintaining a flexible work schedule.
    - Ability to drive assigned vehicles with appropriate Texas Driver’s License. Must be eligible to be insured under agency’s vehicle insurance.
    - Sufficient good health to properly discharge duties.
    - Provides information concerning the TBCH program to individuals, groups and churches when asked to do so by administrative staff.
    - Possess high tolerance for stress.

- Commitment to Christian principles and teachings both professionally and personally.

KEY REQUIREMENTS

QUALIFICATIONS

- Licensed to practice in the state of Texas as an LPC or LMFT, or provisional licenses while under supervision.
- Liability Insurance.
- Other: First Aid and CPR training. Reliable transportation. Approved criminal background report. Excellent problem solving, communication and decision-making skills. Knowledge of Trust Based Relational Intervention (TBRI) and trauma informed care.

PHYSICAL REQUIREMENTS

- Normal Office Work.

ACCOUNTABILITIES

- Reports to Program Director HOPE Georgetown

I understand that this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required for this position. This document does not create an employment contract, nor does it modify the at-will employment status of all employees. I have reviewed the job description for the position of Program Director HOPE Georgetown for TBCH and can perform the essential functions required. I have received a copy for my records.

Received by: _____ _____

Signature Date

_____

Print Name