

## Job Description: Counselor / Instructor

**Job Title: Counselor /Instructor PT**

**Reports To: Life Skills Program Director**

### **Job Title: Counselor – Instructor Life Skills**

Under the general supervision of the Life Skills Program Director serves as a counselor and coach and course instructor for clients in Life Skills. (May also have opportunity to provide counseling and advocacy in pregnancy center (TBD))

**Reports To:** Life Skills Program Director

### **Preliminary Qualifications:**

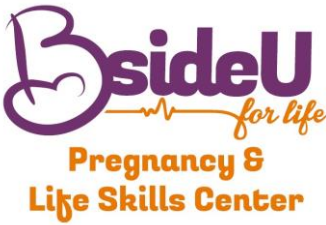
- Expresses full agreement with BsideU’s statement of Faith and Mission Statement.
- Complies with the policies and procedures of BsideU.
- Is dependable, stable, and capable of following through on commitments.
- Is compassionate towards and has a sincere desire to reach out to abortion-vulnerable or abortion minded women or any woman seeking the services provided by BsideU
- Maintains a consistent life-affirming philosophy and would never refer or advise a woman to have an abortion.
- Respects confidentiality.

### **Preferred Credentials**

- Master’s Degree in Counseling or Clinical Psychology or a related field of study.
- Current licensure in the Commonwealth of Kentucky as a Licensed Professional Counselor, Licensed Marriage & Family Therapist, or Licensed Pastoral Counselor.
- Completion of degree and all post-degree supervision for licensure. Prefer at least two years of post-degree experience.
- Licensure expectation may be waived depending on professional coaching or counseling certification(s) and experience that adequately align with client needs and employer’s goals.

### **Responsibilities, Life Skills Ministry:**

- Deliver clinical therapy, counseling and/or coaching services for clients and their family members.
- Formulate diagnosis including list of presenting signs and symptoms gathered during initial diagnostic interview, if applicable and/or appropriate, or consult with other providers to document the same.
- Formulate treatment planning and support for clients, considering appropriate community and referral sources available, in conjunction with Case Manager/Client Care team.
- Supervise subordinate counseling staff or volunteers, and as appropriate, train staff and volunteers on counseling and mentoring techniques; periodically supervise interns or clinical student candidates in therapy/counseling disciplines as opportunities arise with ministry leadership consent.



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- Keeps open lines of communication with ministry leadership, volunteers and staff.
- Assist as needed in teaching court certified or CPS-approved parenting and anger/stress management courses and teaching other courses as assigned.
- Assist in maintaining ministry's status as an approved provider of court certified or CPS-approved parenting and anger/stress management courses.

### **If Pregnancy Center duties are assigned:**

1. Crisis pregnancy counseling according to center policies and training.
2. When counseling abortion-minded and abortion-vulnerable clients, address the physical, the emotional, and the spiritual effects of pregnancy options.
3. Maintain accurate records, case notes and follow up with clients.
4. Should the client have a negative pregnancy test, help her realize the immediate risks and effects of being sexually active.
5. Counsel clients by being a good, active listener, gathering, assessing and sorting out the information the client shares in order to provide the client with the best possible care.
6. Be familiar with the policy regarding ultrasound eligibility in order to utilize this service for the best outcome for the client.
7. Consult with other staff and volunteers as needed to evaluate the best course of action in regard to difficult clients.
8. Participate in update trainings and staff retreats when organized by staff leadership.

**The intent of this job description is to provide a representative summary of the major duties and responsibilities of this job. You may be asked to perform job-related tasks other than those specifically presented in this job description.**

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**Signature**

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**Date**

\_\_\_\_\_  
**Printed Name**