

## **Job Description: Biblical Counselor**

Agape House believes that God has all the answers for all of life's problems. That is why we provide Biblical counseling instead of secular counseling.



### **Qualifications:**

- Solid Christ life to be able to model to clients; prayer life essential
- Organized, dependable, punctual, friendly, loving
- Ability to interact and communicate with culturally diverse, psychological or behavioral challenged population
- Demonstrates spiritual, social, emotional and intellectual maturity
- Able to teach visual concepts on white board
- Initiate trainings in areas of expertise when needed
- Adheres to Agape House, Inc. core belief systems per philosophy at beginning of Personnel Manual
- Honesty and integrity a must
- Able to keep confidentiality and unity an utmost priority
- Assertive, self-confident, and sensitive in working with teens and staff
- Organized and dependable
- Possess a valid driver's license and a good driving record without restrictions, except for glasses

### **Duties:**

- Punctuality on all appointments, beginning and end times.
- Follow all opening and closing procedures.
- Pray with the girls, parents and community clients
- Counsel assigned clients on a weekly basis
- Teach Bible classes and lead discussion and prayer (as may be needed)
- Communicate the progress of all clients weekly through summaries
- Keep clients' files updated and pertinent information filed.
- Keep all files locked in filing cabinets when not in use (confidentiality is of utmost importance).
- Medication updates recorded weekly, and kept in files.
- Provide family counseling, as needed
- May lead a support group, if needed
- Assign weekly assignments to have completed by next session
- Prior to a client leaving the program, upon completion, it is the counselor's responsibility to make a phone call to the client's pastor (if applicable) for smooth transition and necessary support group and accountability
- Incorporate praise and worship into the counseling program
- Conflict resolution between staff, clients or parents, if needed
- Responsible for preparing for counseling (and Bible class, if appropriate)

- Attend staff meeting as needed (per Director of Counseling). Attend all mandatory staff meetings, trainings/in-services for my department and communicate issues, if any.
- Give notice to Executive Director and Director of Counseling if vacations or necessary time off needed
- If sick, notify Director of Counseling ASAP so someone can try to fill your position for that day
- Email all changes and "per conversation" so we have a hard copy, and to improve communication
- Administer and follow all policies and procedures of Agape House, Inc., including those regarding confidentiality and unity.

Required:

- Medical Statement from doctor indicating health sufficient for job
- Background Check