

## Job Title

**Counselor**

## Purpose of Position

To serve the church by coordinating opportunities for the local church to be involved in the holistic care of shelter guests and students.

## Responsibilities

- Meets with shelter guests and Forge students referred by Care Coordination, completing a thorough assessment at the initial meeting.
- Facilitates and advances lay counseling education for staff and volunteers.
- Creates a plan of care for each guest/student as indicated by the assessment performed.
- Meets with guests/students as indicated by the plan of care.
- Monitors progress of guests/students and modifies plan of care as needed.
- Ensures that relevant information is gathered from all guests/students who have a meeting and appropriate documentation is completed.
- Ensures that guests and clients are seen in a timely fashion as scheduled.
- Prays with guests and clients.
- Develops annual goals with the Director of Care Coordination.

## Organizational Relationships

The Counselor reports directly to the Director of Care Coordination and works alongside the Care Coordination Assistant.

## Job Requirements

- Master's degree and current Missouri licensure (LCSW or LPC)
- Trauma specialization preferred; experience with substance abuse a plus.
- Strong organizational and communication skills.
- Self-motivated, organized, and responsive.
- Timeliness/reliability.
- Wide range of interpersonal skills.
- Computer knowledge including light database, internet, and word processing operations.
- Proficiency in G-mail operation including Google calendar and Google Drive operations.
- Proficient with Microsoft Office operation.
- Compassion and resourcefulness to meet individuals' needs.
- A servant's conduct.