



CASA DEL LAGO

Job Title: Coordinator of Counseling

Job Class: Part Time, no OT, no benefits

Reports to: Director of Operations and LPC Supervisor

Anticipated Hours Required: 20 hours per week

Job Qualifications:

- Candidate should fulfill all duties for the Glory of Christ
- Candidate must be a professing Christian and be a member in good standing of a local evangelical church
- Candidate must counsel in a way that is compliant with the State Licensing Board and with the scriptures of the Old and New Testament as interpreted by the Westminster Confession of Faith or Belgic Confession.
- Candidate must be a licensed professional counselor or a supervised licensed professional counseling intern
- Candidate must be a self-starter and show initiative
- Candidate must be available and able to attract new clients through presentations and outside contact work
- Candidate must be organized and care for administrative matters related to counseling
- Candidate must be a team player and work well with other staff

Responsibilities:

1. Counseling Coordinator's primary responsibility is emotional care and encouragement of her clients through professional counseling services. (10-12 hours per week)
2. Counseling Coordinator must meet for 1 hour each week with her counseling supervisor (1 hour/week)
3. Counseling Coordinator must schedule counselling sessions, prep for counselling sessions, write client notes (5-6 hours/week)
4. Counseling Coordinator must make presentations about mental and emotional health, family relationships, and counseling to Casa del Lago students, PCPC ESL students and Bible Studies, Sunday Schools, etc...of local Hispanic churches and ministries. (3 hours/week for prep and presentation)
5. Counseling Coordinator must do contact work to expand basis for counseling referrals.
6. Counseling Intern must attend occasional Continuing Education Courses to maintain licensure and expand knowledge.
7. Counseling Coordinator must participate in fundraising efforts of Casa del Lago.
8. Counseling Coordinator must attend weekly staff meetings of Casa del Lago Staff. (1 ½ hours/ every week)

9. As counseling intern builds counseling practice, if there are fewer than 10 hours of counseling sessions per week, counseling intern must alert supervisor and initiate outside contact work and/or take on additional administrative responsibilities to fill non-counseling hours.