

## **Biblical Counselor**

Holistic Counseling Services is a faith-based organization that strives to promote and enhance spiritual wholeness by providing individual, marriage, as well as family and child counseling. We are a comprehensive agency that focuses on empowerment, while establishing objectives in order to reach healthy and realistic goals. We are passionate about what we do and delight in providing excellent programs that make permanent, positive changes in the lives of those we serve. Our programs are designed to equip our clients with the vision, motivation, life skills, education, and self-discipline necessary to lead a successful life.

Biblical Counselor is responsible for the provision of comprehensive clinical and case management services. This includes the provision of individual, marriage and family, group therapies, crisis intervention, advocacy, assessment, planning, discharge planning, interdisciplinary teamwork and community/family liaison. Biblical Counselor are responsible for formulating and implementing appropriate treatment strategies on their assigned caseload and for timely and satisfactory documentation of all treatment efforts. The Biblical Counselor adheres to standards and regulations as set forth by Holistic Counseling Services. The Biblical Counselor is expected to abide by all safety rules and regulations of the facility they support. The responsibilities of the Biblical Counselor are carried out according to Holistic Counseling Services policies, mission and its philosophy of care. The hired Biblical Counselor will assume additional duties as assigned.

### **SPECIFIC DUTIES:**

- Christian counselor aims to recognize the areas where the client may be living against God's will, and help the individual properly submit to God's will.
- Christian counselors work with a standard set by the Bible. To inform them, that the Bible is the ultimate truth, and all work done by the Christian counselor and all advice given to client establish this must meet this standard.
- Christian counselor must function as part of a church or a certain denomination.
- Christian counselor must apply the basic teachings of Christianity to psychotherapy to create an experience that is mentally, physically, and spiritually beneficial for the patient.
- Conduct initial evaluation and assess client's presenting problems and formulate diagnosis
- Develop, implement and modify, as necessary, client treatment plans and reviews

- Carry out case management services related to client's treatment
- Maintain an active caseload, providing individual, group and family therapy.
- Provide therapy within area of expertise and limits of credentials
- Participate in continuing education activities, remaining knowledgeable in area(s) of expertise
- Attend clinical meetings as appropriate and meet regularly with supervisor to exchange pertinent information and receive supervision
- Maintain client charts and program records in accordance with applicable standards and regulations
- Facilitate groups for clients
- Maintain a high level of ethical conduct regarding confidentiality, dual-relationships and professional stature
- Provide compliance for third-party payers including making insurance reviews, Chart review, completing prior request.
- Must be a team player, energetic, and a multi-tasked individual with a focus on excellent customer service.
- Desires to be part of a team that provides a caring, respectful atmosphere to those seeking our help.
- Work cooperatively with all HCS staff, beneficiaries, and other outside agencies
- Develop and maintain a network of outside referral sources by telephone, letter, and personal contact to: (1) arrange for the referral of applicants to Holistic Counseling (2) arrange for outside sources to tour and view HCA program; and (3) make appropriate referrals to resources outside the HCS program.
- Interview, assess, and process necessary paper work for applicants to the HCS program, striving to maintain a full capacity at all times. Provide a positive, appealing, and uplifting first impression of the HCS program. Maintain a waiting list of potential applicants. Assist potential applicants with the completion of all required forms. Provide applicants who are not appropriate for admission with resources of other suitable services.
- Ensure that the house tracking system is maintained and updated at least weekly, including changes to counseling assignments and work therapy assignments.
- Assist counselor and other senior program staff in crisis intervention as needed.
- Meet with supervisor for supervision and evaluation. (Preferably once a month).
- Ensure that weekly gratuity reports are updated and forwarded to the finance office for gratuity processing as assigned.
- Complete or compile all beneficiary time cards/sheets each week.
- As directed by Administrator, coordinate with outside groups to bring speakers and information that model Christian values .
- Record statistical information as related to your area of responsibility. Submit to Administrator (or designate) within three business days following the end of the month. Daily/weekly reporting is to be done immediately.

- Attend weekly staff meetings and all meetings as requested by the Administrator. Present cases as requested.
- Attend retreats, conferences, and other HCS events as scheduled and assigned (which may include weekend and/or evening time).
- Other duties as may be assigned by immediate supervisor and/or Administrator.

We are currently hiring for full time and part time positions. Also, both positions are contract positions. Candidate will be responsible for on-call responsibility. High level of computer skills is required, will be using online software and Ipad for intake/ documentation.

**JOB REQUIREMENTS:**

Must hold a Biblical Counseling Certificate, Master's Degree in Marriage and Family Therapy, Psychology, or Master in Social Work from an accredited school. Experience with a Biblical Counseling, Master in Divinity or Master in Theology perspective preferred. Experience in Motivational Interviewing/Enhancement, Cognitive behavioral therapies, trauma treatment, play therapy and family therapy, Multidimensional Family Therapy, Behavioral Family therapy is preferred but not required. The Licensed Counselor must have an active license to practice mental health counseling/psychology in the state of New Jersey, or be eligible for licensure. Acceptable licenses include but are not limited to: M.Div., MTS, BSW,MSW, LPC, LMFT, LCSW, PhD. Minimum 3 years of experience in field.