

EMPOWERING LIFE

Job Description Form

Division/Department	Mental Health		
Location	144 Military Street		
Job Title	Professional Christian Counselor		
Reports to	Lois Flewelling	Title	Head Clinician

Level/Grade	Type of position:	Hours__35-40____ / week
	Full-time	Exempt
	Part-time	Nonexempt
	Contractor	
	Intern	

Summary:

The position of counselor is to function within the context of EL Counseling Services a program of Empowering Life to deliver Counseling services that are distinctly Christian and professional to the community. This position is part of a corporate team ministry and a private practice. Services rendered will relate to the operations of counseling, referral, record keeping, and the administrative tasks related to the operation of the Counseling Program.

I. Qualifications:

- A. Counselor must have successfully completed the requirements of a Masters Degree from an accredited school.
- B. Counselor must possess good therapeutic, diagnostic, and communication skills.
- C. Counselor must have a solid relationship with the Lord Jesus Christ.
- D. Be in good health.
- E. Must be able to demonstrate the attributes of a Christian role model with clients, staff, and the community at large (1 Timothy 4:12f; Joshua 24:15)
- F. Counselor must be licensed or working towards licensure (as approved by the Empowering Life) in the state of Maine.

II. Responsibilities:

- A. Work under the supervision of the Head Clinician of Empowering Life in order to provide effective counseling treatment, and referral services to the clients designated to him/her by the Head Clinician up to 20 hours a week of counseling and 20 hours of preparation, record keeping and administrative functions.
- B. Provide the administrative functions of public relations, networking, and program development as designated by the Head Clinician.

C. Provide record keeping functions of his/her clients, and submit those records to designated personnel at the Center.

D. Counselor will support the program goals and objectives of Empowering Life.

E. Counselor will participate in regularly scheduled supervision meetings.

F. Counselor will participate in regularly scheduled staff meetings.

III. Evaluation:

Counselor will participate in a minimum six-month probationary period during which time he/she will participate in three month supervisory evaluations. After the successful completion of two three-month evaluations he/she will receive an annual evaluation thereafter.

Please submit your resume and 3 references to

Empowering Life
C/O Gretchen Gregory
144 Military Street
Houlton, Me 04730

For inquiries please call our office at 207.532.9906 or email us at info@empoweringlife.org