



JOB TITLE: Spiritual Counselor

Reports To: Counselor
Prepared by: Human Resources

FLSA Status: Exempt
Date: November 7, 2019

SUMMARY:

Under the general direction of the Assistant to the Pastor for Counseling, the Spiritual Counselor develops and conducts a spiritual counseling program for members that supports them in exploring and utilizing the spiritual resources available to them. Provide spiritual counsel to individuals (i.e. grief, domestic, emotional struggles) in consultation with the Senior Pastor and Assistant to the Pastor for Counseling. Make referrals to qualified counselors as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The Spiritual Counselors' primary responsibilities include but are not limited to the following:

- Administrative Duties
 - Maintains counseling calendar
 - Verifies benefits and appointments via phone and email
 - Maintains files
 - Create treatment plans and termination plans
- Completes initial assessment of all new clients and members
- Assesses the spiritual needs of clients and families (if necessary) and implements plan of care that provides direct spiritual support and counseling as appropriate.
- Communicates effectively with interdisciplinary team members to keep all informed of clients' spiritual needs and implications for care.
- Possesses the ability to guide small and large groups in meaningful reflection.
- Maintains the ability to adapt to changing physical, emotional, and spiritual climates while with clients.
- Must be a compassionate empathic listener for clients, families and staff.

CORE COMPETENCIES REQUIRED:

- Proven strengths in leadership and administrative management skills, strong clinical assessment skills.
- Ability to lead, organize and participate in assessments.
- Strong desire to help others and be able to inspire, respect, trust and maintain confidentiality.
- Ability to work independently or part of a team.
- Follow the ASBC code of ethics associated with the respective certifications and licenses.

- Supervision experience in clinical or non-profit setting.
- Previous experience in church ministries.
- Demonstrated experience in Christian counseling.
- Possess a teachable spirit, desiring to grow as a person and as a leader.
- Excellent communication and interpersonal skills

EDUCATION, CERTIFICATIONS AND LICENSES:

- Specialized training in spiritual counseling and/or Master’s Degree in Theology preferred.
- Clinical Pastoral Education (CPE) (which is for people of all faiths) highly recommended.
- Pastoral Counseling required

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to; use hands to handle, manipulate, feel, talk or hear. The employee is required to reach with hands and arms. The employee is regularly required to stand, walk, climb or balance, stoop, kneel, crouch, crawl and or smell.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate

Salary and Benefits:

Commensurate with experience, plus a benefits package that includes medical and dental insurance, as well as an employer-provided retirement contribution.

Equal Opportunity:

Alfred Street Baptist Church is an Equal Opportunity Employer and does not discriminate due to age, sex, religion, race, color, national origin, disability, marital status, veteran status, or any other factor prohibited by law. Qualified candidates of all backgrounds are encouraged to apply.

How to apply: Please submit a resume and cover letter to, Human Resources, 325 South Patrick Street, Alexandria, Virginia 22314 or email careers@alfredstreet.org