Job Description

TITLE: Ministry Counsellor
I REPORT TO: Family Counsellor
REPORTING TO ME: Life Team Members
CATEGORY: Ministry
Last Updated: October 2021

Job Summary
To help female church members who are experiencing personal difficulties to overcome their problems and make appropriate changes by providing a safe, confidential and encouraging environment.

Responsibilities

Framework development
- Developing and implementing a framework to set out the processes that will provide guidance on how counselling will be carried out.
- Developing counselling templates to conduct one-to-one sessions
- Developing record and reporting tools
- Identifying partnership organisations and setting up working contracts

Counselling
- Establishing a relationship of trust and respect with clients
- Agreeing a counselling contract to determine what will be covered in sessions (including confidentiality issues)
- Encouraging clients to talk about issues they feel they cannot normally share with others
- Actively listening to client concerns and empathising with their position
- Accepting without bias the issues raised by clients
- Helping clients towards a deeper understanding of their concerns
- Challenging any inconsistencies in what clients say or do
- Helping clients to make decisions and choices regarding possible ways forward
- Referring clients to other sources of help, as appropriate
- Attending supervision and training courses
- Undertaking personal therapy (mandatory for accreditation)
- Liaising, as necessary, with other agencies and individuals to help make changes based on the issues raised by clients
- Working to agreed targets in relation to client contact
- Undertaking group as well as individual therapy on occasions
- Keeping records and using reporting tools.
- Responsible for referring users to other organisations where necessary.
• maintaining records and tracking the progress of service users.
• This would involve regular individual sessions over and tailor made to each person.
• Clarifying areas of development
• Setting up one-to-one coaching sessions
• Setting reflective exercises for employees to work on
• Providing feedback
• Facilitating crucial conversations to deal with difficult areas

Other duties
• Be loyal to the Senior Pastors and to the Ministry’s vision, values and mission
• Provide care, love and encouragement to volunteer leaders with whom you may have contact or dealings
• Perform all other duties assigned by the Senior Pastors
• Adhere to the MLFC Staff Statement of Ethics

Education and Experience
• Significant experience in counselling (3 – 5 years’ experience preferred)
• Holds a relevant professional qualification in counselling or related field
• Evidence of continuing, relevant professional development
• Proven track record of leading and developing high achieving teams
• Experience of working in a multi-cultural setting

Knowledge and Skills
• Listening skills
• Sensitivity and empathy
• Patience and a calm manner
• Ability to cope with emotional situations
• Ability to relate to a wide range of people
• a non-judgemental outlook and a willingness to work with all kinds of people
• Excellent observation and listening skills
• Patience, tolerance and sensitivity
• An understanding of your own attitudes and responses
• A belief that all clients are able to make positive changes
• An appreciation of confidentiality issues.

Personal Attributes
• Ministry Minded
• Compassionate
• Patient
• Good Listener
• Visionary
• Self-Starter
• Self-Motivated
• Honest
• Attention to detail