

Job Description

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| 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