**Scope of Position:** The Licensed Mental Health Counselor offers counseling services to those involved in Shepherd Community programs through individual and group counseling.

**This ministry position and its department, help break the cycle of poverty on the Near Eastside of Indianapolis by:** engaging and empowering the community to cultivate healthy children, strong families, and vibrant neighborhoods through a Christ-centered approach that meets the spiritual, physical, emotional, and academic needs of our neighbors.

**Position Details:**

* **Ministry Area:** *Programs*
* **Reports to:** *Chief Program Officer*
* **Supervising:** *N/A*
* **FLSA Status:** *Full Time, Salary, Exempt*
* **Location:** *4107 E Washington St/ 340 N Sherman Dr*
* **Remote Option?** No

**Position Schedule:** 40 hours/week

* Hours will vary, based on clients scheduled
* Some evenings

**Essential Duties and Responsibilities:**

*Counsel Neighbors in Shepherd Programs*

* Meets with neighbors on a frequency based on individual needs.
* Counsels with neighbors using a combination of counseling techniques.
  + Creates individual time-based goals and plans for each neighbor
* Reports to Chief Program Officer as to neighbor load, issues that need further attention or needs to be met.
* Participates in weekly program meetings as part of the Continuum of Care programs to:
  + Identifies specific needs of the individual or family using a holistic approach (incorporating physical, educational, emotional, and spiritual components)
  + Develops a program tailored to the needs, and obtain 100% buy-in from the family to meet specific goals.
* Maintains neighbor case records in a confidential manner.

Incorporate into the Academy

* Create and Implement developmentally appropriate lessons covering a variety of mental health topics.
* Consult with director of academy on students struggling with behaviors as needed.
* Be present (if possible) at arrival in order to connect with students.
* When needed meet with small groups of students.
* Be prepared to present to staff or students. Topics may include but are not limited to; Bullying, Trauma, etc.
* Coordinate with School Counselor as needed
* Possibly chaperone field trips

Incorporate into Out of School Programs

* Be present at after school program as available.
* Be present in summer program as able.
* Consult with Director of Enrichment and Director of E2E concerning students struggling with behavior.
* Lead an informative engaging on trauma to summer interns.
* Possibly chaperone trips in the school year and summer as needed.

*Serve as a counseling resource for neighbor situations involving other staff*

* Advises staff in situations involving neighbors they are working with
* Provides training for staff as necessary

*Maintain Professional License*

* Pursues appropriate and necessary training, CEU’s, etc.
* Maintains supervision of clinical experience for two year period of 3,000 hrs.

**Qualifications**

**Required Qualifications**

* Master’s Degree in counseling
* 3-5 years of experience working with children and adults in an inner-city environment
* Training: Ministry Safe, Civil Rights, First Aid Certification

**Preferred Qualifications**

* Ability to communicate thoroughly in English and Spanish
* Strong leadership and strategic planning skills
* Sound judgment and decision-making skills
* Ability to set priorities, plan, organize, and coordinate multiple work activities
* Ability to communicate effectively while working with older teenage girls and adult women.

**Additional Requirements for Employment**

* Personal commitment to Shepherd’s Statement of Faith, mission, and values.
* Reflects Biblical principles in working relationships with other SCI staff, individual volunteers, churches, and the community.
* National Background Check (conducted by Shepherd)
* Verify authorization to work in the U.S. (Form I-9)
* Adherence to Shepherd Community Employee Handbook

**Shepherd Community Inc. Employment**

Employment with Shepherd Community, Inc. (“SCI”) is entered into voluntarily, and the employee is free to resign at will at any time. Similarly, SCI may terminate the employment relationship at will at any time, with or without cause, with or without notice. No exception to the employment at will relationship will be valid unless agreed to in writing and signed by the Executive Director.

**Equal Employment Opportunity**

SCI is committed to equal employment opportunity for all qualified persons, without regard to race, color, ancestry, national origin, sex, disability, veteran’s status, age, or any other classification protected by law. To deny a qualified person the chance to contribute to the ministries of SCI because he or she is a member of a minority group is unfair to everyone and is inconsistent with Scriptural principles. This applies to all employment practices, including hiring, promotions, training, disciplinary action, termination and benefits.