



## Hope Clinic for Women: Staff Counselor Job Description

<b>Position Title:</b>	Staff Counselor
<b>Position Type:</b>	Regular, Full-Time / 32 hours per week
<b>Typical schedule:</b>	Four days per week (always on Friday). Clinic hours are 8:30-5:00, Monday-Thursday and 8:30-2:30 on Friday. Other hours as needed for client services.
<b>Salary:</b>	Salaried position. Full benefits – health, dental vision, 401(k), holiday, and 10 PTO days, 5 personal/sick days
<b>Start Date:</b>	ASAP
<b>Reports To:</b>	Johnia Browning, Clinical Director

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**Job Description:** Hope Clinic is seeking a skilled therapist to serve our clients facing perinatal mood and anxiety disorders, relationship challenges, pregnancy loss, and other trauma related to women’s issues.

### Direct Client Care- Professional Counseling (80%)

- Provide professional counseling to clients in the areas of pregnancy loss (miscarriage, stillbirth, infant death, and post-abortion), postpartum depression and other peripartum mood disorders, new parenthood adjustment, and related women’s/couples issues.
- Maintain appropriate and timely case notes ensuring all fit requirements for grants.
- Co-facilitate therapeutic and support groups, such as those for women who have experienced pregnancy loss or postpartum depression.
- Provide follow-up with clients and referrals as needed.
- Provide in-clinic coverage on days that the Lead Counselor is not in the clinic.

### Program Outreach (15%)

- Perform counseling department outreach to local medical facilities, partners, and on campuses in the area.

### Program Administration (5%)

- Assistance with data collection/reporting for counseling department.
- Conduct counseling assessments and schedule Professional Counseling and Bridge Counseling intakes.

### **Policies**

- All staff must adhere to policies and procedures as outlined in our separate Personnel Handbook.

### **Meetings**

- Weekly staff check-ins
- Regular check-ins with lead counselor and Clinical Director
- Monthly continuing education training
- Attend at least 1 main fundraising event
- Quarterly staff retreats

### **Degree/license/experience requirements**

- 2 years clinical experience preferred
- Clinical licensure: LPC, LPC-MHSP, MFT, LMFT (temp is acceptable with plans for full licensure)