**Summary Description: Self-Employed Pastoral Counselor**

The position is a Self-Employed Pastoral Counselor providing professional mental health services, short and long term, to persons in need of that service, on an ecumenical basis, as part of the historic caring ministry of the Christian Church.

**Qualifications:**

* Minimum of Masters level degree in mental health field.
* Licensed by the State of Maryland as a mental health provider (e.g. LCPC, LCSW-C, LCMFT, etc) and/or Certified by accredited certifying organization (e.g. National Board of Certified Counselors, American Association for Marriage and Family Therapy, etc.
* Certified by the State of Maryland to provide Supervision or in the process of obtaining such certification

**Essential Functions:**

* Conduct duties in accordance with the current PCC Policies and Procedures and the Center's By-Laws.
* Coordinate with Executive and Clinical Director regarding client load and assignments.
* Work with colleagues to de-conflict room schedules.
* Evaluate client mental health needs and establish treatment plan.  If necessary, refer client to another agency and notify Executive and Clinical Director of such action.
* Maintain Schedule, session notes, record payments in the Electronic Health Record (EHR) according to ethical and professional standards.
* Collect receipts from clients and record on worksheet and in EHR. submit client receipts and worksheet weekly to Admin for deposit.
* Prepare monthly client report, including reimbursable expenses and complete session data.
* Maintain ethical standards regarding counselor-client relationships.
* Establish own liability insurance coverage and provide copies of the background check required for Maryland License.

**Secondary Functions:**

* Speak on behalf of the PCC to church groups and/or public sector educating on the center's mission
* Participate in local health fairs, etc.
* Participate in activities of the local mental health community.
* Assist in fundraising activities, such as Belk Charity Day ticket sales.
* Help develop and use Center resources (i.e.,: brochures, business cards, referral thank you's, and client follow ups).
* Do presentations, workshops, talks, Blog, write for publication