
COUNSELING – CORPUS CHRISTI
DIRECTOR OF COUNSELING

Position Assignment

Title: Director of Counseling – Corpus Christi
Organizational Unit: Counseling
Recruited by: Vice President of Counseling
Approved by: President and CEO

Working Relationships

Reports to: Vice President of Counseling
Supervises: Counseling – Corpus Christi
Staff Team: Vice President of Counseling and all STCH Ministries staff to enhance the total program

Basic Functions

The Director of Counseling plays a front-line role in administering and giving oversight to the STCH Ministries Counseling program in Corpus Christi, including its satellite counseling offices. The Director helps lead the program to foster social, behavioral, personal, and spiritual growth for clients and families through professional counseling and teaching ministries. The Director is responsible for all clinical aspects of the Counseling program, provides consultation, and oversees supervision requirements for all therapists and interns in Corpus Christi, including its satellite counseling offices.

Basic Responsibilities

1. To support the mission of STCH Ministries and maintain STCH Ministries standards and goals, as outlined by the STCH Ministries Policy Manual.
2. To develop and maintain STCH Ministries standards for all aspects of Family Counseling, to include available weekly counselor hours and clients sessions for all locations, using industry best practices, STCH Ministries program goals, and the objective of short-term solution-focused therapy as the guidelines.
3. To supervise and conduct quarterly supervision meetings and yearly evaluations of staff in the Corpus Christi area offices to ensure that position responsibilities and duties are fulfilled and accomplished in a professional timely manner.
4. To oversee day-to-day operations of Counseling – Corpus Christi and to conduct weekly staff meetings.
5. To determine, in communication with the Vice President of Counseling, how to effectively divide time between counseling clients and administrative duties.

Position Description

STCH Ministries



6. To counsel clients from a Biblical perspective on their concerns; and encourage children, individuals, and marriages to develop skills for confronting their problems in a constructive manner, and provide consultation to therapists as needed.
7. To maintain professional case files in a timely manner that includes the completed assessment, treatment goals, progress notes, and recommendations.
8. To assist the Vice President in the budget process, helping to anticipate expenses and operate the Counseling program in accordance with the budget approved by the STCH Ministries Board of Directors.
9. To recruit and hire all Counseling – Corpus Christi counselors and administrative assistant personnel, and work with Vice President and STCH Ministries Human Resources department to maintain and adapt job descriptions as needed.
10. To establish and maintain effective and cooperative interpersonal relationships with the Vice President, other Counseling staff, and all STCH Ministries staff through emails, face-to-face, and joint staff meetings as needed.
11. To evaluate, recommend, and help establish satellite counseling offices in collaboration with the leadership of STCH Ministries and local churches and ministries.
12. To optimize available resources by matching services to the needs of clients.
13. To maintain continuing education standards as required by licensing.
14. To perform all other duties as assigned.

I, the employee, have read, understand, and agree with the position description for Director of Counseling – Corpus Christi.

Employee Signature

Date

Employee Supervisor Signature

Date