

## COUNSELING CENTER DIRECTOR, CROSSPOINT CENTRAL

Position Title: Counseling Center Director

Part-Time

Date: February 2022

Supervisor: Executive Pastor, Crosspoint Central

Purpose: **To champion Crosspoint's vision of connecting people to Christ through** the ministry of the Crosspoint Counseling Center by creating an incredible culture for counselors and clients, recruiting new counselors, providing supervision for interns, and working with the Crosspoint Counseling Center Board of Directors to provide a sound financial plan, detailed working contracts for interns and contractors, proper protocols, and effective oversight of the Office Manager.

## PRIMARY DUTIES:

1. Spiritual Readiness - Have and maintain a consistent Christian walk above reproach before the world, and be willing to use spiritual confidence and empowering grace in leadership techniques.
2. Strive towards constant and never-ending improvement regarding the performance of the Counseling Center.
3. Create a culture where counselors feel appreciated, encouraged, and supported at both locations.
4. Effectively recruit, interview, and hire new counselors and interns in cooperation with the Board of Directors to ensure the center is operating effectively and is financially sound.
5. Offer training and assistance at the counselors' **request** as it relates to the needs of our clients.
6. Coordinate with other outside mental health agencies to optimize client outcomes and facilitate referral sources.
7. Develop an effective way to **evaluate the counselors' feelings about the center's culture and the clients' ratings of the care they have received.**
8. Oversee the creation and updating of informational content on **Crosspoint's website.**
- ~~9.~~ Assist the Board of Directors in developing and executing a business plan that enables the Counseling Center to be 100% self-sustainable.
10. Help develop and implement Standard Operating Procedures for the Counseling Center.
11. Assist the Board of Directors in developing and implementing Standard Operating Procedures for the Counseling Center.
12. Serve as a dedicated Crosspoint Staff team member.
13. Uphold the Staff Covenant and Christian Counseling (AACC) Code of Ethics.

## SKILLS DESIRED:

1. Dedicated Follower of Jesus Christ
2. Member of Crosspoint who supports the church with their gifts, time, talents, service, and witness.
3. **A minimum of a Master's degree in counseling (or a closely related field) from an accredited academic institution**
4. Skilled supervisor and consummate professional in all aspects of evidence-based Christian counseling.
5. Has a current license in the State of Florida and established NPI

6. Fluency in local, state, and national standards of licensing requirements, third-party reimbursement programs, HIPPA standards, scope of practice, and liability abatement
7. Ministry-minded and relationship focused
8. Skillful administrator with budgeting and organizational skills
9. Ability to get along with people of all backgrounds, beliefs, and personality styles
10. Team player who consistently portrays the church, staff, and center in the most favorable light in the church and community.

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#### KEY PERFORMANCE MEASUREMENTS:

1. The degree to which the counselors feel appreciated, encouraged, and supported and clients give positive feedback on the quality of care they received
2. The percentage of facility capacity for counselors and interns obtained using creative scheduling and office sharing
3. The degree to which the center is 100% financially self-supporting
4. The impact the counselors have had on their clients through the counseling process
5. The relevance and effectiveness of the Standard Operations Procedures

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#### CONTINUING EDUCATION DESIRED:

Attend position-appropriate seminars, workshops, and conventions as requested and approved by the supervisor.