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Second Presbyterian Church, Indianapolis: Position Description			
Mental Health Counselor/Therapist for CenterPoint Counseling			
<b>Reports to:</b>	Executive Director of CenterPoint Counseling	<b>Effective:</b>	<b>PENDING</b>
		<b>Updated:</b>	<b>January 29, 2025</b>
<b>Directly Supervises:</b>	N/A	<b>Status:</b>	Full-time
		<b>FLSA:</b>	Exempt
<b>Job Summary:</b>			
<p>A CenterPoint therapist is involved with the clinical, organizational, and spiritual leadership for the CenterPoint Counseling ministry of Second Presbyterian Church. A CenterPoint therapist is a member of the CenterPoint team and works collegially with the CenterPoint staff and the staff of Second Presbyterian Church. A CenterPoint therapist reports to the Executive Director of CenterPoint Counseling and works with the Office &amp; Program Coordinator, Administrative/Billing Assistant, and the Administrative Assistant/Receptionist to help maintain a vital and efficient clinical and programmatic operation of the ministry.</p>			
<b>Essential Functions:</b>			
<b>Provide Expertise and Cooperation:</b>			
<ul style="list-style-type: none"> <li>• Therapist establishes and practices within the scope of their training.</li> <li>• Therapist works to maintain the well-being and efficiencies of CenterPoint by supporting and practicing the policies and procedures of CenterPoint, as established by the Board of Directors, and maintained by the Executive Director.</li> <li>• Therapist maintains an agreed-upon caseload, participates in CenterPoint’s individual and group supervision, maintains the State continuing education requirements, and looks for clinical and/or programmatic opportunities to support and advance the ministry of CenterPoint Counseling and Second Presbyterian Church.</li> </ul>			
<b>Manage Administrative Responsibilities:</b>			
<ul style="list-style-type: none"> <li>• Therapist maintains all Electronic Health Records (EHR) for their caseload in a timely, consistent, and agreed-upon manner to support the work of the administrative team of CenterPoint.</li> <li>• Therapist works within their individual annual budget of the Samaritan Fund.</li> <li>• Therapist works to market and promote CenterPoint Counseling and themselves to the larger Central Indiana community.</li> <li>• Therapist actively works to support the other ministries of Second Presbyterian Church through educational or programmatic offerings, when suggested or requested.</li> <li>• Therapist practices appropriate clinical and business protections to maintain the confidentiality of clients and the business entity of CenterPoint Counseling and Second Presbyterian Church (Electronic Health Records, H.I.P.A.A.).</li> </ul>			

**Other Responsibilities:**

- A CenterPoint employee will maintain a therapy practice of an annually negotiated minimum number of client sessions per year. To be considered a full-time CenterPoint employee, the therapist must complete at least 960 direct client hours per year and participate in individual and group supervision along with other called meetings. In addition, the therapist must dedicate the time needed to maintain client records. With full-time employee status, the therapist is able to receive full-time benefits (FICA Pay, Disability and Life Insurance, Major Medical Insurance, and Retirement payments (403-b)).
- Maintain clinical license(s) in the State of Indiana.
- Attend CenterPoint and Second Presbyterian Church staff events or meetings, as suggested or requested.
- Regularly meet with the Executive Director for supervision.
- Work with the CenterPoint Administrative Team on client intakes, client paperwork, billing, collection of fees, Electronic Health Records, and client calendar.
- Work with Second Church Business Office on employee matters for benefits, compensation, and I.T. concerns, in coordination with CenterPoint Administrative Team.

**Minimum Qualifications:**

- Master's degree in Mental Health or Religious studies (with a Mental Health concentration eligible for State Licensure from an accredited school).
- Fully licensed within the State of Indiana preferred. Associate level considered.
- Excellent written and verbal communication skills.
- Self-starter with ability to work independently.
- Openly affirms and demonstrates Christian and grounded spiritual values.
- Strong interpersonal skills.
- History of personal integrity.

**Physical Qualifications:**

- Is able to move freely in and out of different work settings and meetings (churches, businesses, and community).
- Able to speak in a public forum.

**Core Competencies:**

**Interpersonal Skills:** Establishes good working relationships with all others relevant to completing work; works well with people at all levels of CenterPoint and the congregation; builds appropriate rapport; considers the impact of their actions on others; uses diplomacy and tact; is approachable; avoids communication triangles.

**Pastoral Care/Counseling:** Demonstrates the ministry of presence; creates a spirit of openness that invites those who are spiritually and emotionally troubled to confide in them; demonstrates appropriate personal care boundaries, recognizing their own limitations as a care provider; respects confidences; appropriately refers clients and congregants to other professional care providers as warranted.

**Listening:** Engages in thoughtful and attentive listening; listens beneath the surface for real intent that may contradict spoken messages; overcomes personal bias to genuinely hear the idea and concerns of another; can describe the perspective of another, even when counselor disagrees.

**Hospitality/Accessibility:** Seeks to convey a hospitable and available spirit. Seeks to convey warm and friendly accessibility and is open and responsive to clients, as well as members, and guests of CenterPoint, the church, and the community. When appropriate, seeks to connect people to help foster a sense of community. Supports a broad culture of diversity and works to foster connections with others.

**Organizational Management:** Employs personal organizational skills to work with the CenterPoint Board and staff in planning for the future; engages and encourages others to discover and use their gifts and skills for the advancement of CPC; manages their time well, maintains a professional demeanor, and supports organizational resources and requirements.

**Self-Differentiation:** Demonstrates strong and appropriate personal boundaries in relationships; has a healthy appreciation of self, without being egotistical; is emotionally mature; can maintain a non-anxious presence in the midst of turmoil; is not overly dependent upon outside affirmation; works to build a strong personal support system.

**Spiritual Maturity:** Shows personal depth and spiritual grounding; demonstrates integrity and consistent purpose towards the mission of CenterPoint and the church; is seen as trustworthy and authentic; seeks the wisdom of appropriate mentors and is open to and willing to discuss diverse understandings of God.

**Disclaimer:**

The above is intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed. This job description is subject to change at any time.