



Counselor: Flexible

Do you have a Master's degree in Counseling or Social Work and are looking to make a difference? Are you seeking a position that offers you flexibility and purpose? Are you a Christ follower and are tired of sitting on the sidelines of life? Are you looking to live life on mission? Then becoming a Caris Counselor might be the perfect next step for you.

Caris Pregnancy Counseling & Resources is a faith-based nonprofit organization whose mission is to see women and children thrive during and after unplanned pregnancy. Our vision is to be a leader in addressing the cultural, social, spiritual and economic essentials involved in unplanned pregnancy. We provide professional counseling to address a number of pregnancy related issues and we also connect women to valuable resources and to various communities of support. All of our services are donor supported and as a result, are FREE to the women and families that we serve.

Who We Are

- We are Christ Followers living on mission
- We are a source of support and serenity for hundreds of women each year
- We provide support to women regardless of their pregnancy decision
- We are a safe place
- We are nimble and adaptable in our approach to service—one size doesn't always fit all
- We are innovative, contemplative, and Christ honoring in all that we do

Who We Are NOT

- We are not political, we do not engage in political arguments or debates
- We are not judgmental, women are not shamed or judged when they come through our doors
- We are not the end of the road; we aim to walk with and support women and children on their journey until the child turns age 5

Who We Are Looking For

- A Christ Follower
 - Someone committed to seeing women and children thrive
 - Someone who understands how issues of race, class, and societal injustices can play a role in a woman's pregnancy decision
 - Someone who is committed to pursuing justice and truth on behalf of the women, children and families that we serve
 - Someone who is flexible, teachable, and willing to serve
 - Someone who is fully confident in their counseling ability, but is willing to be taught how to counsel in our context
 - Someone who is willing to take initiative and decisive action
-

Job Summary

Reports to the Director of Programs

We are seeking applications from candidates who are interested in one of the following roles:

- **FULL TIME Counselor (In-Person)** able to work occasional evening shifts up to 8:00 p.m. This position is benefited and is 4 days per week, Monday-Thursday.
- **HYBRID Counselor (1 day in Person, 2 days virtual)** able to work occasional in person evening shift up to 8:00 pm. This position is part time and not benefitted. The 3 days are flexible depending on the needs of the organization, excluding Fridays.
- **VIRTUAL Counselor (2 days Virtual).** This position is part time and not benefitted. The 2 days will either be a Monday/Wednesday or Tuesday/Thursday schedule based on the needs of the organization.

While we are currently recruiting for our office in the Loop (for in-person services) a Caris counselor may be asked to work at a different location other than the location stated. We are continually looking to expand our reach and may offer services in new communities in the future.

Continue to next page

Responsibilities

Administrative Responsibilities

- Maintain up-to-date and accurate client documentation for records
- Coordinate effective and timely follow-up of all clients served
- Troubleshoot and mediate jobsite conflicts
- Attend site-specific staff meetings
- Participate in special projects
- Train volunteers on policies and procedures
- Assist in managing group details, volunteer relations, and client baby showers

Direct Service

Responsible for providing professional counseling and support service to clients

- Provide initial intake and assessment
- Utilize a strengths based approach
- Implement all policies, procedures, and decisions set forth by the Board of Directors and the Senior Leadership Team
- Identify client needs and respond with counseling, resources, and follow-up
- Lead a support group as needed

Outreach

- Build relationships with potential clients, new community partners, church partners, and volunteers
- Maintain positive working relationships with community agencies, churches, businesses, etc. for the purpose of securing client resources
- Actively engage potential clients by being present and knowledgeable of the Caris model
- Represent the organization at events and meetings as needed

Qualifications & Experience

Master's degree in Counseling or Social Work required. Candidates must be proactive, skilled, attuned, and highly attentive and engaging with clients, with solid clinical judgement and decision-making ability. This person must be able to operate independently while also communicating effectively with a team of counselors. Candidate must exhibit leadership ability, organizational skills, and flexibility. Experience in working with women and/or crisis counseling preferred. A successful candidate must be passionate about our mission, the possibilities of what can be accomplished through our model, and will promote a positive work culture. Ability to speak Spanish, preferred.

Caris is a Christian non-profit organization. Candidate must be in alignment with the Caris mission, statement of faith, vision and statement of principle. Caris team members must exemplify a committed and consistent walk of faith and dependence on Jesus and have a personal calling to ministry and to the specific mission and vision of Caris.

Continue to next page

Please submit an application at www.caris.org/careers and include your cover letter and resume. In your cover letter, please include the title of the position (which of the 3 counseling positions that you are applying for), explain why you have a desire to work for a Christian nonprofit organization, and specifically, why you feel called to work in the area of unplanned pregnancy. **No phone calls.**