



# Full Time Counselor

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## Who We Are

Caris Pregnancy Counseling & Resources is a faith-based nonprofit organization serving women who are facing unplanned pregnancy. Our mission is to see both women and children thrive during and after unplanned pregnancy. We provide professional counseling and connect women to communities of support using a grace-filled approach.

Services are free of charge and include pregnancy tests, ultrasounds, professional counseling, support groups, and connection to resources.

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## Job Summary

Reports to the Program Manager

We are seeking a Full Time Counselor (In-Person and Virtual) who is able to work at each counseling site. This position is benefited, salaried, and is four days per week, Monday through Thursday.

While training is provided at our office in the Loop, a Caris counselor will work at all counseling locations. We are continually looking to expand our reach and may offer services in new communities in the future.

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## 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

Counselor is 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

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## 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. 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.

Please submit an application at [www.caris.org/serve](http://www.caris.org/serve) and include your cover letter and resume. In your cover letter, please include the title of the position, 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.**