

**POSITION: Associate Director of Pastoral Counseling
for The Holston Conference Center for Wellbeing**

GENERAL DESCRIPTION

The Holston Conference Center for Wellbeing Supervisory Committee (HCCWSC) is structured under the administrative section of the Holston Annual Conference. The supervisory committee oversees the program of the Holston Conference Center for Wellbeing, which offers pastoral counseling, consultation, and continuing education for clergy and other full-time ministry professionals as well as conference staff and their families. The Associate Director is responsible to the HCCWSC and the Holston Annual Conference and directly supervised by the Director of Pastoral Counseling. The Associate Director will provide direct, confidential, clinical services of counseling and psychotherapy, spiritual direction, and supervision of clergy pastoral care, all by self-referral for services. Also, the counselor will provide leadership in the Conference and community. Upon request, the Associate Director will work collaboratively with the Director to respond to Conference Administration and the Board of Ordained Ministry in the provision of services for the emotional and spiritual health and wellbeing of the clergy and the Conference.

QUALIFICATIONS

The Associate Director of Pastoral Counseling will have a minimum of three years of clinical experience under licensed and/or appropriately credentialed supervision. State licensure or being eligible for state licensure as a clinical provider or equivalent (AAPC Fellow) is required. Preferred are persons who have experience or high-level understanding of clergy service and life or have prior employment within the local church setting.

Education and Experience

- The Associate Director of Pastoral Counseling shall have a professional clinical degree (a minimum of a Master's Degree) in a field such as pastoral counseling, marriage and family therapy, social work, or clinical counseling from an accredited higher education program. In addition, it is required that the counselor hold a Master of Divinity degree or equivalent from an approved Seminary. Ordination in the United Methodist Church is also required and necessary for credentialing by the GBHEM endorsing agency.
- The Associate Director shall have completed training to be licensed or credentialed (AAPC) and be qualified to counsel independently with individuals and their families, according to state statutes and the requirements of the United Methodist Church for endorsed pastoral counselors. It is important that the candidate have participated in self-examination through personal counseling, extensive family therapy studies, CPE, or some other intensive process.

Professional Growth, Accreditations, and Accountability

- The Conference Pastoral Counselor shall be expected to maintain membership in professional associations which require adherence to standards of ethical practice

- (i.e. American Association of Pastoral Counselors, American Association for Marriage and Family Therapists, and the American Counseling Association, etc.).
- The Associate Pastoral Counselor shall participate in continuing education programs as required by state law, *The United Methodist Discipline*, the Holston Conference, and other credentialing organizations, as needed for the Counselor's profession. The Associate Counselor will also need to follow reporting requirements for each of these.
 - Maintain up to date professional liability insurance at professionally appropriate levels.

Expectations

- Possess knowledge of the dynamics of the United Methodist Church and its pastorate.
- Have a history of personal therapy or life coaching as well as peer supervision.
- Possess interpersonal skills of warmth, professional demeanor, emotion and spiritual maturity, flexibility.
- Exhibit a knowledge of spiritual and theological issues within a religious system and be at ease in discussion of such.
- Demonstrate sensitivity to gender issues, cultural diversity and the ability to work with diverse groups of persons.
- Be willing and available to travel to meet client needs throughout the Annual Conference.

SPECIFIC DUTIES

Clinical and Referral Services

- Provide or refer clinical counseling and therapy services to Holston Conference ministry professionals, conference staff, and their eligible family members. This includes counseling of individuals, couples, families, and clergy groups.
- Maintain a halftime case load of 32 but not more than 40 clinical hours per month. (Weekly client hours to optimally be 8 but not more than 10 per week).
- Specific work hours will be established by the Associate Director in consultation with the Director and the HCCWSC.
- With assistance of Director and the HCCWSC, establish appropriate, confidential locations for client services within the Holston Conference, in order to provide private appointments, support group meetings, and other ministry and program events.
- Maintain a respectful, professional and ethical relationship with clients, honoring all ethical requirements of the United Methodist Church, including *The United Methodist Book of Discipline*, policies of the Holston Conference, professional association ethics, and state licensure ethical requirements, as applicable.
- Assist clients in building upon the context of their own faith in the healing process, by utilizing therapist's clinical training and expertise, as well as sensitivity to faith, spirituality and theological concerns and issues.

- Maintain a self-defined presence in all relationships to avoid imposing the therapist's theological beliefs upon clients while understanding the importance of each client's own faith and its relationship to healing.
- Model good self-care and emotionally healthy boundaries for clients.
- Be informed of and follow legal and ethical mandates of reporting client harm to self or others, according to state statutes and *The United Methodist Book of Discipline*.
- Adhere to guidelines and requirements regarding client confidentiality and disclosure as provided by state law and professional ethics.
- Provide crisis intervention, emergency evaluations, support and referral as needed.
- Manage clinical records of clients and all confidential reports.
- Assume responsibility for the counselor's own need for professional consultation and individual supervision.

Ministry Services

- Provide case consultation, educational resource recommendations, and referral information to Holston Conference ministry professionals as requested in a timely manner.
- Collaborate with Director to provide preventative/wellness services as able when requested by groups and individuals within the Holston Conference, including educational experiences for personal, vocational, spiritual, and relationship growth, as well as leadership development.
- Provide as able for educational and training opportunities for ministry professionals as requested by the Board of Ministry, the Wesley Institute, the Cabinet, and other conference groups.
- Support the wellbeing of clergy and their families with consideration of appropriate boundaries. This may include phone calls, notes, cards, or a visit, as deemed appropriate.
- Offer a ministry of presence at all Conference events, particularly for clergy. Participate as a member of the Clergy Support Team. This may include advocating the needs of clergy families for particular kinds of support, and assisting with coordinating services to meet those needs.

Program Administration and Development

- Serve under appointment by the Bishop.
- Reports to Director of Pastoral Counseling.
- Collaborate with the Director of Pastoral Counseling regarding work schedule, scheduling of appointments, programming, district visits, etc. so as to work as a team.
- Follow counseling center policy and procedures.
- Coordinate with office assistant any support services needed in a timely manner.
- Develop appropriate relationships with the Bishop and Cabinet, Conference Staff, and the Board of Ordained Ministry to encourage them in their work and develop referrals.

- Attend and participate in all meetings of the HCCWSC.
- Participate in Annual Review with Director.
- Continue to build professional relationships with other clinicians in the local community, professional organizations, and the general church.
- Maintain appropriate relationships with leadership groups within the conference, clergy, families, and conference staff, in order to facilitate awareness of available services, and to remain a vital presence of support for all persons in ministry within the conference.

Professional Growth and Development

- Annually complete continuing education to enhance clinical work to maintain legal and ethical requirements as well as Holston Conference requirements.
- Seek out opportunities for personal and spiritual growth and development.
- Fulfill endorsement requirements in Pastoral Counseling through the General Board of Higher Education, Division of Endorsed Chaplains and Pastoral Counselors, of UMC.
- Maintain membership in and participate in professional associations and licensing and credentialing organizations as mentioned above.
- Maintain professional liability insurance at appropriate levels.
- Maintain connection with leaders of Conference Wellness Advocacy & Response Team (CWART) and Partners in Crisis (PIC). Participate in these ministries as able.

Administrative

- Maintain all professional and clinical records according to ethical standards.
- Maintain records of all continuing education activities completed, and submit to credentialing boards in a timely fashion, upon request. Office Assistant is available to help with this.
- Provide semi-annual demographic reports of counseling services to the HCCWSC.
- Provide semi-annual reports of all non-direct activities by counselor to the HCCWSC.