

**Shield-Bearer Counseling Centers**  
**Job Description**  
**Contract Therapist Part-time**

Submit Resume, Qualifications and Cover Letter to  
[administrator@shieldbearer.org](mailto:administrator@shieldbearer.org)

**SUMMARY OF FUNCTION**

Responsible for the provision of clinical assessments, counseling, and support for assigned clients. Responsible for assisting in meeting the mission of the organization.

**ORGANIZATIONAL DUTIES AND RESPONSIBILITIES**

- Supports the mission, vision and values of Shield-Bearer Counseling Centers. Complies willingly with all organizational policies and procedures.
- Supports all functions that attain and maintain compliance with regulatory agencies or licensing boards.
- Supports and facilitates positive interaction with others by exhibiting:
  - Individual maturity
  - Respect for others
  - A team-centered approach
  - Maintenance of confidential information
  - An appreciation of a multicultural workplace
- Exhibits effective communication skills.
- Participates in appropriate professional development programs to attain and maintain competency.
- Effectively manages financial, informational and physical resources to achieve the organization's objectives.
- Facilitates and supports the design and implementation of all organizational policies and procedures.
- Reports (and if possible, provides intervention for) incidents of abuse or potential abuse involving clients.
- Promotes a physically safe and emotionally healthy work environment.
- Supports the organization and its agents in all interactions with the public to maintain the good reputation of the organization. Refers all public or media inquiries to the Executive Director.

**JOB-SPECIFIC DUTIES AND RESPONSIBILITIES**

**Essential Duties:**

- Exhibits regular and punctual attendance.
- Adheres to licensing requirements and the highest ethics regarding care and treatment of candidates for services and clients.

- Develops rapport and establishes therapeutic relationships with candidates for services in performing clinical assessments.
- Provides individual, marital, family and group therapy for assigned clients.
- Provides appropriate documentation and case presentation in order to maintain license-regulated supervision.
- Ensures that all assigned client files are current, accurate, confidential and in compliance with all applicable standards.
- Establishes and maintains positive working relationships with all staff and volunteers.
- Exhibits appropriate interaction with clients, volunteers, office visitors and the general public.
- Immediately reports all significant clinical issues of clients to the Clinical Director and all issues that may impact the public relations or liability of the organization to the Executive Director.

Related Duties:

- Promotes all efforts to improve quality of service delivery including providing documentation in a timely manner and providing suggestions for quality improvement.
- Establishes and maintains communication with all staff and volunteers to accomplish related business functions.
- Establishes and maintains liaison with agencies and other resources as assigned.
- Assures compliance with all internal and external regulations regarding service delivery.
- Facilitates other projects as assigned.
- Within scope of job responsibilities, exhibits customer service, decision-making and problem-solving skills.
- Effectively prioritizes and coordinates job tasks for maximum productivity.
- Generates correspondence, administrative reports and related documentation as assigned.
- Initiates/attends/participates in administrative/staff/committee meetings as assigned.

**REPORTING RELATIONSHIP**

Clinical Coordinator

**SUPERVISORY RELATIONSHIP**

None

**PHYSICAL AND SENSORY REQUIREMENTS**

- Ability to read, write and converse in English.
- Ability to communicate with staff, clients, families, vendors, support agencies and others.
- Ability to remain calm and composed under stress.

- Bending, lifting, grasping, fine hand/eye coordination, pushing/pulling, and prolonged sitting/standing.
- Ability to respond to telephones and other auditory stimulation.
- Ability to discriminate color.
- Quantitative/mathematical ability (addition, subtraction, multiplication, division, standard measurements).
- Ability to evaluate/interpret information and make independent judgments/decisions.

### **JOB SPECIFICATIONS**

- A Master's degree from an accredited university in Social Work, Psychology, Counseling, or a related field is required.
- A temporary, provisional or intern license from the Texas State Board of Social Worker Examiners, Texas State Board of Licensed Professional Counselors, Texas State Board of Licensed Marriage and Family Therapists, Texas State Board of Examiners of Psychologists or similar is required. A license is preferred.
- Basic competency in Microsoft Office for Windows applications (word processing, spreadsheet, e-mail, etc.) is required.
- Proficiency in general office equipment operation is required.
- Must possess exceptional time management and detail-orientation skills.
- Must possess a valid Texas driver's license.
- Must be available for travel as needed.