



Re:Center Ministries

Title: Counseling Intern

Reports to: Program Manager

Classification: Full or Part Time (Unpaid)

Schedule: Flexible

Position Summary: Counseling interns are responsible for appropriately conducting the assigned counseling cases, attending outreach events as agreed upon, and providing general support to Re:Center's counseling and mentoring activities. Counseling interns should be fully committed to and dependent upon Scripture as their core source of knowledge, wisdom, and guidance for others' lives, as well as their own; other resources may be utilized for the purpose of aiding in the instruction of biblical truths. Individuals in this role are required to work independently while reporting to the Program Manager and any outside mentors, supervisors, instructors, etc. Counseling interns will exemplify Christ in all aspects of their work, commitment to each counselee for the duration of the counseling process.

Primary Functions & Responsibilities:

- Willingness to counsel any client regardless of their religion or worldview.
- Approach each individual as an image-bearer of God – worthy of respect and human dignity.
- Contribute at least 3-4 hours per counseling session for preparation, the session itself, and debrief. This may vary on a case-by-case basis.
- Maintain accurate and current documentation/records, including notes of all sessions, counseling logs, etc.
- Ascertain the ability to utilize cases for educational and certification requirements.
- Exercise appropriate boundaries and confidentiality in the counseling relationship.
- Be transparent with Program Manager and other relevant Re:Center staff concerning issues that arise during counseling sessions or other aspects of Re:Center programs.
- Initiate and develop relationships with Re:Center clients regardless of counseling status.
- When necessary, direct counsees and other clients to supportive services offered through case management, counseling, and pastoral care.
- Work cooperatively with Re:Center programs staff to improve and strengthen the counseling program and ministry at-large.
- Actively support Re:Center by identifying prospective volunteers, referring prospective clients, and recruiting prospective employees and interns.
- Protect the Re:Center brand by representing the ministry through positive appearance and professionalism.

Requirements:

- Demonstrated commitment to the mission and vision of Re:Center Ministries, including the philosophy of ministry, statements of faith, and core values.
- Commitment to maintaining high integrity, character, and transparency.
- Willingness to receive coaching, formal training, and direction in order to improve work performance.
- Demonstrated ability to:
 - Analyze complex situations and develop effective solutions



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- Speak effectively and provide clear and concise written documentation/reports
- Excellent organizational and communication (written and oral)
- Demonstrated ability to manage a schedule and balance multiple concurrent tasks
- Demonstrated life that is consistent with the teachings of the Bible

Qualifications:

- Master's degree (completed or in process) from a biblical counseling program, or enrollment in the Association of Certified Biblical Counselors certification process
- Active member (or member-in-process) in good standing of a local church with like-minded beliefs
- Valid driver's license required
- CPR/First Aid/AED certification preferred
- Successful completion of application, interview process, reference check, and background check

Physical Demands: The physical demands described here are representative of those that must be met by an intern to successfully perform the essential functions of this internship. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this role, the intern is regularly required to talk and hear. The intern regularly is required to stand, walk, sit, use hands/fingers, and reach with hands and arms. Must be able to climb stairs.

Specific vision abilities required by this internship include close vision and the ability to adjust focus.

Requirements listed are representative of minimum levels of knowledge, skills, and/or abilities. This position description is not meant to imply that these are the only duties to be performed by the intern occupying this position. Interns will be required to follow any other internship-related instructions and to perform any other internship-related duties requested by the supervisor.



Re:Center Ministries

Counseling Internship Agreement

The following outlines the agreement between Re:Center Ministries and the Counseling Intern. The roles and responsibilities of counseling interns are outlined in the position description above. By signing this agreement, the Counseling Intern indicates they understand and willingly accept the roles and responsibilities in their entirety.

The Counseling Intern understands that failure to perform these functions to the satisfaction of the Program Manager and/or Executive Director may be cause for corrective action, up to and including dismissal from this position. The Counseling Intern understands that any activity (including illegal activity) that reflects negatively on Re:Center Ministries and/or undermines the mission of the ministry may result in immediate dismissal from this position. If dismissed, the Counseling Intern will immediately cease any and all contact with Re:Center clients.

As a voluntary member of the Re:Center Ministries team, the Counseling Intern is required to adhere to all policies and expectations outlined on pages 6-7 of the Volunteer Handbook. Additional expectations of Counseling Interns include the following, though this list may be modified at any time:

- Maintain and/or establish good standing within a local church.
- Maintain cleanliness and organization of Re:Center facilities.
- Coordinate all activities with Re:Center clients through the Program Manager.
- Do not engage with Re:Center clients on social media.
- Do not smoke cigarettes and/or vaporizers on Re:Center property.
- Do not possess and/or use pornography.

By signing below, I acknowledge that I have read and fully understand the both the position description and this agreement, and that I agree to abide by the conditions set forth. I acknowledge that I am accepting the responsibilities of a Counseling Intern effective the date below.

Counseling Intern:

_____/_____/_____
 Signature Date

Program Manager:

_____/_____/_____
 Signature Date

Executive Director:

_____/_____/_____
 Signature Date