



POTTER CHILDREN'S HOME AND FAMILY MINISTRIES
2350 Nashville Road
Bowling Green, Kentucky 42101

SPARK Counselor

Reports to: SPARK Supervisor

Position summary: The SPARK Counselor not only provides professional counseling services to families and/or children, but also contributes general support and specialized assistance to families in the program and other team members.

Responsibilities and Duties: The SPARK Counselor may be asked to perform the following duties by the Supervisor within areas of special knowledge or expertise:

1. Conduct individual, family or group counseling with residents
2. Provide regular contact and supportive services to each resident in the SPARK Program
3. Connect residents with resources in the community
4. Participate in goal meetings with single parents
5. Provide assistance to residents as prescribed by goal meeting
6. Complete assessments of parents and communicate results to team
7. Facilitate groups for children or adults
8. Provide in-home or other individualized coaching for families
9. Be active in cultivating relationships in the community to assist residents in reaching their goals
10. Support and encourage residents through disruptive life events, challenges and obstacles

The SPARK Counselor may be asked to assist the SPARK Assistant in the following ways:

1. Assist with transportation of residents and children
2. Assist with childcare for residents as directed
3. Fill pantry requests and ensure residents receive food and supplies in a timely manner
4. Help maintain accurate records on residents and their families
5. Assist in regular upkeep of vehicles as needed
6. Help with meals for weekly group meetings as needed
7. Assist with children's activities during group meetings as needed
8. Participate in regular team meetings to facilitate communication and teamwork
9. Participate in interview process to provide insight and feedback regarding applicants
10. Perform other duties as assigned for the benefit of the team

Qualifications:

1. Faithful member of the Church of Christ
2. Master's Degree in Social Work, Psychology or related field
3. Appropriate licensure in chosen field
4. Ability to maintain confidentiality
5. Ability to work independently and as part of a team

6. Willingness to follow organizational leadership and adhere to program policies and procedures.
7. Willingness and ability to work flexible hours to meet client needs
8. Safe driving record

Application and Screening Process

1. Complete application
2. Personal interview
3. Driving record check
4. Criminal and Child Abuse/Neglect check
5. References checked

Benefits

1. Salary, negotiable based on qualifications
2. Health and Dental Insurance option
3. Sick Leave
4. Vacation
5. \$10K life insurance policy
6. \$10K accidental death policy
7. Long term disability policy
8. Retirement Plan