

**Franciscan Life Center Network, Inc.
Franciscan Life Process Center**

**Staff Counselor/Full-Time
Job Description**

Qualifications:

1. College or University diploma for Counseling or Social Work
2. Licensure as an LPC or LMSW or working toward that under supervision as an LLPC or LLMSW.
3. Strong interpersonal and communication skills
4. Ability to work independently and as a team member of professionals.
5. Open to work at either campus of the Franciscan Life Process Center.
6. Is committed to working 35-40 hours weekly.
7. Understands and will support the Mission of the Franciscan Life Process Center Network.

Report:

To the Director of the Center

Broad Goal:

To provide highly professional counseling services, releasing the potential of each client(s), enhancing their relationship with God and one another.

Responsibilities:

1. To see the required number of clients weekly, Monday through Friday,
2. To attend all Staff meetings and Supervision meetings that are scheduled both for the Counseling Staff as well as the Staff as a whole.
3. To stay current on a weekly basis with client notes using Therapy Notes.
4. To meet quarterly with the Director of the Counseling Program.
5. To hand in a time sheet the Friday at the end of each pay period.
6. To work with staff to maintain an appropriate space to see clients.

Terms of Employment:

Full time: 40 hours—seeing 32 clients weekly with 8 hours of office time

35 hours—seeing 27 clients weekly with 8 hours of office time

Benefits include: Medical, Life, Retirement, Paid Time off and Holiday Time.

If interested contact: Sister Colleen Ann Nagle, F.S.E., Director
11650 Downes Street NE
Lowell, MI 49331
616-897-7842
scanagle@lifeprocesscenter.org