

Counsellor

Responsibilities

- Establishes a relationship of trust and respect with clients and creates an environment to talk about issues, concerns and challenges they face.
- Listens and helps clients towards a deeper understanding of their issues to make decisions and choices regarding possible ways forward.
- Refers client to external social and government agencies or Ministry Overseer for spiritual care and follow up where necessary.
- Attends to enquiries through telephone calls/emails and referrals from friends.
- Manages calendar appointments for clients, which is inclusive of an evaluation.
- Meets with an external supervisor on a monthly basis to update on case management and accountability purposes.
- Writes case notes after counselling and maintains good system of filing for easy retrieval and records for reference.
- Provides counselling services to staff as needed.
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Please apply with your detailed resume to hr@faithmc.sg. All applications are kept in strict confidence. Only shortlisted applicants will be notified.