

## Union Gospel Mission of Salem

### Job Description

**POSITION TITLE:** Mental Health Professional Counselor and Teacher

**MINISTRY DEPARTMENT:** Simonka Place (500)

**REPORTS TO:** Director of Women's Ministries

**FLSA STATUS:** Exempt

**LOCATION:** Simonka Place 5119 River Rd. N Keizer, OR 97303

**STATUS:** Full-Time

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#### Job Summary:

Work with individuals to improve mental health in a holistic manner, addressing psychological, social, spiritual and biological issues; counseling with an emphasis in Domestic Violence and women's issues. Collaborate with clients and case managers to develop a treatment plan to address PTSD, attachment issues, substance abuse, and homelessness along with any other mental health diagnosis contributing to the client's issues.

#### Essential Job Duties:

1. Build and maintain relationships with staff, volunteers and program participants for the purpose of evangelism and discipleship while demonstrating excellent Customer Service C.A.R.E. standards.
  - a. **Committed** – performs job with integrity – respects and honors others
  - b. **Attentive** – models honesty and courtesy to all. Good listener.
  - c. **Responsive** – Takes responsibility for quality results. Serves effectively.
  - d. **Excellent** – Seeks to improve performance while providing excellent service.
2. Administrative duties include correspondence, maintaining records pertaining to client.
3. Individual counseling to help women overcome issues associated with domestic violence and human trafficking, as well as other mental health issues.
4. Conduct an intake interview with each client to determine mental health issues to address and collaborate with client to develop a treatment plan.
5. Work with other staff as required to meet the needs of clients, communicating all relevant information as needed.
6. Develop and teach a Seeking Safety class for clients and other interested residents of Simonka Place.
7. Submit a brief monthly activity report to the Director of Women's Ministries highlighting ministry activities and spiritual advances in the lives of clients.
8. Attend various UGM meetings and functions as required.
9. Other appropriate duties as assigned by the Director of Women's Ministires..



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#### Knowledge, Skills, Abilities:

1. Excellent interpersonal and communication skills with the ability to manage crisis situations.
2. Excellent organizational and administrative skills including understanding of program development and implementation.
3. Demonstrated ability to conduct Faith based Recovery Counseling.
4. Able to demonstrate grace and compassion during conflict.
5. Proficient computer skills including the use of Microsoft Office applications.
6. Valid OR State Driver's License.
7. Must agree with Union Gospel Mission of Salem's Statement of Faith and Conduct.

**Education:** A licensable master's degree in mental health counseling, social services with an emphasis in Domestic Violence and knowledge/training in Attachment Theory and DBT.

**Experience:** Minimum of 3 years of counseling (preferably addiction related) or other significant related work in ministry or social service field.

