

Union Gospel Mission of Salem

Job Description

POSITION TITLE: Program Counselor
MINISTRY DEPARTMENT: Simonka Place (500)
REPORTS TO: Program Manager
FLSA STATUS: Exempt
LOCATION: Simonka Place, 5119 River Rd. N Keizer, OR 97303
STATUS: Full Time; rotating shifts with other staff to cover evening, night and weekend shifts.

Job Summary:

The Program Counselor provides guidance, teaching, biblical counsel, and discipline for women in the New Life Fellowship (NLF) program assisting them in dealing with life-controlling issues and addictions.

Essential Job Duties:

1. Build and maintain relationships with program participants, volunteers, and staff for the purpose of evangelism and discipleship while demonstrating excellent Customer Service C.A.R.E. standards.
 - Committed – performs job with integrity – respects and honors others
 - Attentive – models honesty and courtesy to all. Good listener.
 - Responsive – Takes responsibility for quality results. Serves effectively.
 - Excellent – Seeks to improve performance while providing excellent service.
2. Administrative duties to include but not limited to correspondence, maintaining records including but not limited to Case Notes, class attendance and other data entry pertaining to program participants.
3. Weekly individual counseling as well as weekly group counseling/process groups helping women overcome addictions and life controlling addictive behaviors.
4. Plan curriculum, prepare for, and teach daily Program Classes (one to one and a half hours in length):
 - Biblical Life Management
 - Romans for Recovery
 - Recovery from Shame
 - Overcoming Trauma and Adverse Childhood Experiences
5. Plan, prepare for, and facilitate one or more morning devotions per week (one hour in length).
6. Mediate conflict between program participants and/or program participants and staff.
7. Provide basic case management:
 - Housing
 - Budgets/Life Skills
 - Medical and Psychological Resources/Services
8. Participate in the NLF intake and advancement process with the NLF team.
9. Participate in the Peer Support Team process and drug testing, dismissing clients when needed.



Union Gospel Mission of Salem

Job Description

10. Approve day passes; write clothing vouchers, and grant meal tickets as needed.
11. Work with other staff as required in work therapy assignments and evaluations.
12. Along with other NLF staff, ensure all program living and common areas are well maintained.
13. Record, report, and follow through on any incidents or rule violations to appropriate party (clients and staff as needed).
14. Communicate effectively and in a timely manner all relevant information to other NLF team members.
15. Attend required meetings, conferences, and trainings.
16. Complete other relevant duties as assigned by Program Manager, including but not limited to:
 - Monthly statistics report to Program Manager
 - Report Ministry activities and spiritual growth of clients to Program Manager
 - Report significant issues/conflicts pertaining to clients to Program Manager
17. Assist in event coordination for NLF Program Activities.

Knowledge, Skills, Abilities:

Excellent interpersonal and communication skills with the ability to manage crisis situations. Excellent organizational and administrative skills including understanding of program development and implementation.

Demonstrated ability to conduct biblically based recovery counseling.

Demonstrated ability to lead/disciple program participants in Biblical truth having a strong Scriptural Foundation.

Able to demonstrate grace and compassion even in the midst of conflict.

Computer literate including the use of basic Microsoft Office applications.

Valid Oregon State Driver's License.

Must agree with UGM of Salem's Statement of Faith and Standards of Conduct.

Education:

BA/BS Degree in Counseling/Psychology, Biblical Studies, Chemical Dependency (or similar) and/or CADC 1 or 2 certification.

Experience:

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

