



JOB POSTING

DEADLINE: Monday July 26, 2020
TITLE: Recovery Counselor, Women's Shelter
DEPARTMENT: Women's Ministry
REPORTS TO: Director of Women's Ministry

SUMMARY OF POSITION

Incumbent is responsible for overseeing the day-to-day operations of the Women's Shelter and for the counseling and spiritual instruction of its guests.

SPECIFIC DUTIES AND RESPONSIBILITIES

1. Provides holistic, Christ-centered and Biblical counseling using basic counseling skills such as effective listening, assessment, crisis intervention, and group therapy to women and children in various situations including single parenting, crisis pregnancy, sexual abuse, mental illness and addiction.
2. Demonstrates and applies the essential practices of addiction recovery treatment including screening, intake, assessment, treatment planning and aftercare for assigned guests as well as facilitating in-house group recovery programs.
3. Responsible for case management, intervention and advocacy for guests and linking services available to guests based on their needs.
4. Develops life skills programs based on specific needs of guests and engages guests in active learning techniques.
5. Assists with Bible teaching program.
6. Supervises routine daily operations of the Shelter primarily during the evening shift.
7. Possess driver's license with good driving record and able to drive Mission vehicles.
8. Drives guests to appointments as needed.
9. Provides oversight and facilitates, Recovery Groups, Outside Meetings, Sponsor Relations.
10. Assists with the coordination of and participation in Alumni functions

11. Assumes other duties and responsibilities as assigned.

QUALIFICATIONS

1. Provides a biblically sound testimony of having accepted Jesus Christ as Lord and Savior and leads a life worthy of that profession. Actively engages in private and corporate prayer, Bible Study, regular church attendance, and holy living.
2. Agrees with and carries out responsibilities in accordance with the Mission's policies that are included in the Bethesda Mission Directives, the Bethesda Mission Code of Conduct, the Bethesda Mission Statement of Faith, the Bethesda Mission Document on Sexual Sin and Brokenness, Value Statement and Narratives, and the Mission Statement.
3. Committed to serving the poor and homeless.
4. Requires Bachelor's Degree preferably in Human Services or Psychology or Certificate in Addiction Studies and prefers a minimum of two years' experience in counseling women and children in crisis. Possesses Godly values and integrity along with Christian counseling abilities and admissions/intake experience dealing with drug and alcohol addictions.
5. Understands basic counseling professional practices including ethics, working with various client groups, case management and record keeping skills. Applies understanding of other issues related to addiction recovery such as mental illness, family dynamics and sexual and spiritual issues.
6. Understands codependency, including its characteristics, origins and recovery strategies and the 12-step approach to recovery.
7. Understands adult learning techniques and methods of instruction to reach individuals with different learning styles.
8. Possesses working knowledge of the language of case management and the broad range of case management responsibilities.
9. Demonstrates proficiency in the use of a personal computer. Must be organized and demonstrate effective oral and written English communication skills.
10. Possesses the ability to work effectively with others in a positive, professional and cooperative manner.

OTHER REQUIREMENTS OF THE POSITION

1. Ethical Boundaries: Incumbent has extensive contact with guests of the Women's Shelter. It is essential, therefore, that her department reflects a high level of integrity and moral behavior. Specific requirements on the subject appear in the "Ethical Boundaries for Counselors/House Supervisors" that follows.

2. Emotional Requirements: Incumbent must demonstrate at all times the emotional maturity and stability necessary for compliance with the “Ethical Boundaries for Counselors/House Supervisors”.
3. Physical Requirements: In performance of duties and responsibilities prescribed by this position description, the incumbent must stand for moderate periods of time, walk a moderate amount and climb stairs throughout the building extensively, pick up or carry packages of up to 30 lbs.
4. Work Schedule Flexibility: While every effort will be made to accommodate individual work preferences, incumbent may be assigned to work any shift or any day of the week, including weekends and holidays, depending on the needs of the Women’s Shelter.

ETHICAL BOUNDARIES FOR COUNSELORS/HOUSE SUPERVISORS

1. Provides a strong Christian example for the guests.

Behaviors which support this objective include:

- Sets aside ample time for own spiritual development and nurturing through prayer, reading of Scripture, church attendance and regular fellowship with fellow believers.
- Appropriately shares her faith with guests during personal contacts and in the conduct of Women’s Shelter devotions.
- Is able to share the plan of salvation with guests and others.
- Avoids advocacy or discussion of controversial doctrines, which are not central to the Gospel of Jesus Christ. The motto “No Law but Love – No Creed but Christ” is a good principle to follow in this regard.
- Makes it plain by actions and speech that you respect all guests.
- Maintains a loving, non-judgmental attitude in dealings with guests.
- Avoids language, discussions and jokes, which are inconsistent with a strong Christian witness.
- Maintains an attitude of support for this Ministry and its staff by guarding against the “Critical Spirit”.
- Places a high priority on personal integrity -- including honesty of speech and action, reliability, moral soundness, decency and self-respect.

2. Ensures that relations with guests reflect a high degree of professionalism.

Behaviors which support this objective include:

- Knows, job well and performs accordingly.
- Knows, at least in general, what all other Mission employees are responsible for – particularly colleagues at the Women’s Shelter.
- Keeps abreast of all Mission policies and practices that have any bearing on responsibilities.
- Knowledgeable of help or assistance that may be available to guests from outside ministries and agencies.
- Avoids inappropriate shows of emotion in dealings with guests – realizing that once emotions get out of control, *you* are out of control.
- Be a good listener; it will provide useful information and protect you from drawing unwise, premature conclusions.
- Refrains from loaning, giving or receiving money and other personal property in dealings with guests.
- Avoids discussion of own personal problems with guests or in their hearing.
- Avoids discussion of other staff members or guests in the presence of guests – especially when such discussion is negative or critical.
- Avoids contact with guests outside the professional work context. Guests should not be permitted to contact Counselor/House Supervisors by telephone or to visit a Counselor/House Supervisor at her home. Social contact between a Counselor/House Supervisor and Guest, except for those situations officially sponsored by the Mission, is also to be avoided.
- Except in a dire emergency, a Counselor/House Supervisor should never delegate her responsibilities to a guest.
- Strives to maintain excellent working relationships with other Counselors/House Supervisors and Women’s Shelter staff.

3. Develops a strong reputation for compassionate impartiality in dealings with guests.

Behaviors which support this objective include:

- Consistently uses authorized disciplinary measures for maintaining house order and safety.
- Enforces house rules such as taking showers and attendance requirements without bias or favoritism. This includes the use of Incident Reports to record rules infractions.

- Avoids showing favoritism in the granting of special privileges.
- Avoids inappropriate use of humor and personal discussions that may convey the message that some guests are favored over others.

PHYSICAL DEMANDS/WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Works in office areas as well as throughout the facility and travels to other Mission facilities as required. Sits, stands, bends, lifts, and moves intermittently during working hours. Interacts with guests, staff, visitors, etc., under all conditions/circumstances. May be subject to hostile and emotionally upset guests or visitors, etc. under all conditions/circumstances. May be exposed to infectious conditions including exposure to the AIDS and hepatitis B viruses. May need to complete extended activities on the computer. May be required to work extended periods of time at the facility, (snow storms-guest emergencies-staff shortages).