

**Union Gospel Mission of Salem
Job Description**

POSITION TITLE: Program Counselor
MINISTRY DEPARTMENT: Men's Mission (400)
REPORTS TO: Program Manager
FLSA STATUS: Exempt
LOCATION: Men's Mission, 345 Commercial St. NE, Salem, OR 97301
STATUS: Full-Time; rotating shifts with other staff to cover evening, night and weekend shifts.

Job Summary:

Program Counselor provides discipline, guidance, teaching and Biblical counsel for men 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 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 program members.
3. Individual and group counseling and/or process groups helping men overcome addictions and life controlling behaviors.
4. Along with NLF team participate in the intake process to the NLF program.
5. Admit and dismiss program participants as needed.
6. Grant passes and clothing vouchers as needed by members.
7. Work with other staff as required in work therapy assignments and evaluations.
8. Along with other NLF staff ensures all program living and common areas are well maintained.
9. Record and report any incidents or rule violations to the appropriate party.
10. Communicate effectively all relevant information to other members of the NLF team.
11. Submit a brief monthly activity report to the NLF Program Manager highlighting ministry activities and spiritual advances in the lives of men in the NLF program.
12. Attend required meetings and conferences.
13. Handle any other relevant duties as requested by the Program Manager.
14. Other appropriate duties as assigned from time to time by the Program Manager or Men's Ministries Director.

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 Biblically based recovery counseling.
4. Able to demonstrate grace and compassion even in the midst of conflict.
5. Computer literate including the use of basic Microsoft Office applications.
6. Valid OR State Driver's License.
7. Must agree with Union Gospel Mission of Salem's Statement of Faith and Standards of Conduct.

Education: BA/BS Degree in Counseling, Biblical Studies, Chemical Dependency (or similar).

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

