

**Union Gospel Mission of Salem  
Job Description**

**POSITION TITLE:** Mental Health Professional Counselor

**MINISTRY DEPARTMENT:** Men's Mission (400)

**REPORTS TO:** Guest Services 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.

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**Job Summary:**

Work with individual to improve mental health counseling in a holistic manner addressing psychological, social, spiritual and biological issues. Collaborate with clients to develop a treatment plan to address homelessness, substance abuse, PTSD, and attachment along with any other mental health diagnosis contributing to 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 helping men overcome mental health issues and life controlling behaviors.
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 clients from intake through termination of counseling.
6. Work with other staff as required to meet the needs of clients.
7. Record and report any incidents or rule violations to the appropriate party.
8. Communicate effectively all relevant information to other members of the guest services team.
9. Submit a brief monthly activity report to the men's mission director highlighting ministry activities and spiritual advances in the lives of clients.
10. Attend required meetings and conferences.
11. Handle any other relevant duties as requested by the Men's Mission Director.
12. Other appropriate duties as assigned from time to time by the Men's Mission 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 of Conduct.

**Education:** A licensable master's degree in mental health counseling, social services or like degree.

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

