



Job Description

Women and Children's Ministries/Men's Ministries

Department: Women and Children's Ministries/Men's Ministries
Position Title: Substance Abuse and Addictions Counselor
Employee Name: _____

JOB SUMMARY

Duties require a broad understanding of scripture and Biblical principles, human behavior, and social service resources in Central Iowa for homeless men, women and children. The goal is to provide nurturing, trusting, and caring relationships with our clients using grace-based principles and to coordinate Biblically sound action/service plans to help our clients move away from homelessness and addiction toward healthy responsible thinking and decision-making.

This position will provide addictions counseling to adults and children, which includes drug and alcohol problems, eating disorders, gambling, shopping, and sexual addictions along with other behavioral issues. The addictions counselor will teach individuals tools and relationship skills to lead men, women and children toward full recovery and healing.

RESPONSIBILITIES

- Participate in the spiritual growth and Christian instruction of those whom Hope Ministries serves. This can include (but is not restricted to) personal mentoring, the sharing of Scripture and Biblical encouragement, and praying with program participants. This may be in a structured setting (i.e. a classroom or chapel), or unstructured, with individual clients as the need arises.
- Teach and model daily life skills, including relationships, parenting, problem solving, conflict resolution, emotional wellness, etc. to clients.
- Hold men, women and children accountable to upholding program requirements and working their recovery plans while they are participating in Hope Ministries' programs.
- Provide counseling to residents to assist them in working through boundaries and barriers that keep them from growing while developing a strategy to overcome the boundaries and barriers.
- Meet with clients to evaluate their addiction problems.
- Identify issues and develop goals and individualized treatment plans.
- Provide written and verbal updates and progress reports.
- Teach clients coping mechanisms.
- Lead group therapy sessions.
- Advocate for and refer clients to needed services.
- Observe and respond to symptoms of emotional distress in residents, providing crisis intervention as needed.
- Serve as resource for staff and/or volunteers providing educational information and assisting them in spiritual development and recovery of residents.
- Maintain current documentation of case notes and all care plans in accordance with ministry standards.
- Maintain ministry policies, procedures, and objectives.
- Continually enhance professional development and spiritual maturity through participation in educational programs, Bible study, in service trainings, workshops, etc., as approved or assigned by supervisor / department head.
- Work within discipline-specific performance standard/code of ethics.
- Teach Biblically-based recovery and life skills or Bible classes as assigned.
- Participate in the self-evaluation process (Hope Center for Women and Children).
- Work in a spirit of cooperation and mutual assistance with residents, staff, visitors, volunteers, and donors.



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- Attend weekly staff meetings (required attendance of 75% for Women and Children's Ministries).
- Perform other assigned duties by supervisor / department head.

QUALIFICATIONS

- Must be in agreement with and uphold Hope Ministries' Statement of Faith, Purpose Statement, Core Values, and Qualifications for Employment.
- Must be a mature Christian with a heart to minister to homeless women and children.
- Must be able to lead others toward spiritual maturity and model Christ-like behaviors.
- Must have a good knowledge of the Scripture and an ability to apply Biblical principles to real life situations.
- Must exhibit leadership, good judgment, sensitivity, and compassion.
- Must be a person who works well with diverse groups of people, and be concerned about their needs, showing an ability to motivate and to provide tough love when appropriate.
- Ability to work cooperatively with staff, other disciplines and social service agencies.
- Strong working knowledge of resources in the community.
- Must be willing and able to coordinate drug testing through urine analysis and breathalyzer.
- Must have good oral, written, and interpersonal communication skills.
- Must be able to operate Microsoft Office programs including Word, Excel and Outlook.
- Ability to consistently meet work schedule as designated.
- Minimum of a Bachelor's degree required.
- Valid CADC or IADC certification preferred at the time of hire, however, without current certification, it will be necessary to acquire Iowa certification at the CADC level within one year from the time of hire.
- Two (2) plus years of experience working in the substance abuse field preferred.

Reports to: Case Management Supervisor (Women & Children's Ministries); Director of Men's Ministries will coordinate schedule for Men's Ministries

Employment Status: Full-time salary / Exempt

Work Schedule: Monday through Friday (8AM-4:30PM) with flexibility per direction of supervisor

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____