Job Description – Care Ministry Team

Position: Resource Coordinator

Standard Work Schedule

- Monday- Thursday 8:30-5:30; Friday 8:30- 12:30
- Full timed salaried position (40 hours)
- Additional hours may be necessary for the Church Counseling Training Class or the Counseling Advanced Training Class.

Background, Experience and Education Requirements

- Godly character- respectable, generous, honorable
- Spiritual gifts of encouragement, mercy, shepherding
- Seeking personal spiritual growth and encourage growth in others
- Strong administrative skills required, previous administrative experience preferred
- Professional manner
- Care/counseling training preferred
- Strong organizational and time management skills and ability to multi-task
- Strong interpersonal and leadership skills
- Ability to handle confidential/sensitive material in an appropriate manner
- Strong computer skills required (Windows 7, Arena {church database}, Basecamp, Google Calendar, etc.)

Job Duties and Responsibilities

Church Counseling Ministry:

- Receive request (calls, emails, walk-ins) for counseling and support needs, and help to connect to resources available within Brookwood and in the community.
- Continue to develop referral database by building strong relationships with professional resources within the church and the community including counselors, community agencies, state and county agencies, hospitals, other churches, support groups, hospice groups, etc.
- Assist with Church Counselors Ministry as needed - organizing, supporting, marketing, as well as setting up and maintaining schedules and calendars.
- Assist with the Church Counseling Training Class on Monday nights – organizing, supporting, marketing, coordinate schedules and Counselors who serve with triads and breakout groups.
- Conduct orientation of all new Church Counselors.
- Assist with the Counseling Advanced Training (CAT) classes – organizing, supporting and assist with administrative needs.
- Assist with the efforts of the Church Counseling Exit Survey to help our ministry continue to grow and improve.
- Provide schedule and documentation for Receptionist who assists with Church Counseling on Monday and Wednesday evenings.
- Maintain files and documentation for our Church Counseling Ministry.
Care Ministry Support Groups:

- Coordinate and support Care Ministry Support Groups - including assisting new groups and classes, set up, marketing, Blueprints, etc.
- Be the staff ministry leader for Grandparents... Standing on Faith Ministry, NAMI Family-to-Family and the Christi Ruppert Delseni Autism Group. Provide assistance to ministries as needed - organizing, supporting, marketing, etc.
- Assist with coordinating the Financial Ministry Mentors. Record people requesting one-on-one mentoring and coordinate them with a mentor. Follow-up and record status of the mentoring program.

Departmental Administrative Needs:

- First contact point into Care ministry – answer phones, assess need, forward to appropriate Care ministry team member, follow up to ensure contact made
- Organize, blueprint, and execute informative seminars that relate to care needs.
- Coordinate assessments for Counseling Pastor and provide follow up as needed.
- Assist other departments and ministries as needed with resources (materials, speakers, etc).
- Assist and support the Care Ministry team as needed.
- Serve as back-up support for administrative assistant when she is on vacation or out of the office.
- Serve on the ServeFest Team to assist in preparations for this yearly event.
- Respond to Arena assignments and maintain records in Arena for serving and event tags.