



# JOB DESCRIPTION

<b>Job Title:</b> Chaplain/Program Coordinator	<b>Department:</b> Programs	<b>Location:</b> 200 Macdonald Ave.
<b>Reports To:</b> Manager of the Men's Services	<b>FLSA Status:</b> Non-Exempt/BFOQ/PT up to 29 hrs/wk	<b>Date Revised:</b> 4/2022

*Bi-lingual Spanish speaking preferred*

## SUMMARY OF POSITION:

The Chaplain position specializes in ministry to those most disadvantaged in our society through an empowering Christian approach to counseling and program coordination for our Life Transformation program residents that are seeking recovery from substance/chemical dependence and/or other life-controlling problems and addictions. It is the responsibility of the Chaplain/Program Coordinator to assist resident's needs and develop a healthy life transformational plan that encompasses counseling, case management, and collaboration with other appropriate services to facilitate growth towards a healthy community network and support system. Counseling is Biblically based, addressing past traumas and broken relationships, life skills, physical health, substance abuse/recovery, housing, employment, and legal and mental/emotional needs and services. The Chaplain will conduct various programmatic classes and group sessions, ministry services in the chapel, and other ministerial duties maintaining a peaceful, hospitable, safe, transforming and supportive environment, which reflects the vision of the Bay Area Rescue Mission (BARM).

## DUTIES & RESPONSIBILITIES:

### Administrative

- ❖ Provide support and supervision of program residents in accordance with the Standard Operating Procedures.
- ❖ Oversee the individual progress of each resident, setting goals as they move through the program. These goals are to be Specific, Measurable, Attainable, Realistic, and Timely.
- ❖ Document and keep accurate, up-to-date records of residents' progress.
- ❖ Develop curriculum/letters/reports/forms and enter demographics into a database program.
- ❖ Work effectively and cooperatively with other department staff/leaders and conduct tours of BARM facilities.
- ❖ Take direction and execute ministry directives according to the leadership of the Manager of Men's Services and VP of Programs.

### Ministry

- ❖ Take opportunities to share the gospel of Jesus Christ, provide prayer support as available or requested.
- ❖ Provide and/or supervise Chapel service which includes prayer, spiritual guidance, preaching, communion, etc.
- ❖ Provide counseling and program coordination, which includes case management, screening, intake, assessment, orientation, etc. Demonstrate empathy, compassion, respect, hope, encouragement, active listening skills, confidentiality and ethical standards.
  - a. Interview individuals who desire to be part of BARM programs, evaluate the information collected and make appropriate referral within BARM or to other community program.
  - b. Conduct new resident registration and orientation packet. Ensure that the potential resident has read and understands all the community guidelines and signs the required consent forms.
  - c. Submit all required documentation to supervisor for approval.
  - d. Maintain a caseload of residents, providing counsel and procuring services to facilitate growth and development in Christ. Identify resident needs and goals, linking with community resources through a referral process, to meet those needs and goals. Maintain roster, current files, and case notes for each resident.
  - e. Meet with resident approximately once every week to schedule internal and external meetings/appointments.
  - f. Provide Christ-centered counseling aimed at empowering residents through an identity in Christ approach to facilitate balanced growth in all areas of life as they progress through the program
  - g. Ensure that all documentation is accurately maintained and circulated between staff according to the standard expectations.
- ❖ Meet weekly with program team; collaborate with Men's Services staff, regularly meet with supervisor, attend staff meetings.
- ❖ Organize, facilitate, and/or teach classes/groups as assigned, both spiritually and life-skills based.
- ❖ Perform drug testing or breathalyzer administration and fulfill other program-related tasks.
- ❖ Document accidents/incidents/write-ups in an accurate and timely manner and submit reports promptly to supervisor.
- ❖ Transport residents to appointments including court hearings, doctors and community agencies as necessary.
- ❖ Provide access to medication and monitor in accordance with house policies and procedures.
- ❖ Respond to and diffuse situations before escalation and handle disputes/altercations exhibiting Christ-like behavior to all parties involved.
- ❖ Able to handle emergency/crisis, determining the risks of harm to self and others, responding to the situation in a professional and Christ-like manner.
- ❖ Perform random checks of residents' belongings and room inspection upon entrance, during their stay, and exit of property.
- ❖ Able to recognize and deal compassionately with substance abuse and mental health issues.
- ❖ Advise residents of policies, enforce policies, and standards of the BARM.
- ❖ Participate/cooperate with the court system as required (complete police reports, testify in court, etc.)
- ❖ Handle emergency procedures appropriately as outlined in the Standard Operating Procedures.
- ❖ Flexible to work other shifts as needed for holidays, sick, vacation time, camp, special events, etc.



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- ❖ Interact and train volunteer/intern involvement.
- ❖ Perform other duties as requested.

## SKILLS & QUALIFICATIONS:

- ❖ Committed Christian, able and willing to model servant-leadership and interested in being part of a ministry serving those experiencing homelessness and suffering from mental illness and addiction issues. Grounded in the Christian faith as a mature, active member of the body of Christ in accordance with the BARM Statement of Purpose, Statement of Vision and Statement of Faith.
- ❖ Comprehensive knowledge of the word of God, able to teach others and make applicable to everyday life.
- ❖ Strong Interpersonal skills - exercise compassion and discernment while modeling the teachings of Jesus Christ.
- ❖ Able and willing to work under supervision and as a team player according to the standards and ministry objectives of BARM.
- ❖ Computer literate (Word, Excel, Database, Outlook); able to complete documents, reports and accurately record information. Willing to continue education as needed or required.
- ❖ Excellent communication skills: written, verbal and instructional.
- ❖ Excellent resource acquisition, negotiation, and coordination abilities.
- ❖ Must have a teachable spirit and the ability to multi-task, listen, and follow instructions.
- ❖ Minimum four years of sobriety, if in recovery.
- ❖ Insightful, trustworthy, honest, reliable, models appropriate boundaries, and strong work ethic.
- ❖ Valid California driver's license— required. Class B (preferred) with driving record acceptable to insurance carrier – required.
- ❖ CPR/First Aid certification – preferred.
- ❖ Yearly TB clearance – required.
- ❖ Criminal background check / Life Scan clearance – required.

## WORKING CONDITIONS/PHYSICAL FACTORS:

*Occasionally = 1%-33%; Frequently = 34%-66%; Continuously = 67%-100%*

- ❖ Work is primarily indoors and will require climbing stairs, sitting, standing, bending, reaching, and going from building to building – *frequently*.
- ❖ Carrying up to 40 pounds up and down three flights of stairs – *occasionally May carry more with assistance*.
- ❖ Requires working with a diverse population, many of whom struggle with homelessness, addiction and mental illness – *continuously*.
- ❖ Environment will be odorous due to lack of personal hygiene and intoxication of guest – *frequently*.
- ❖ Requires a sustained level of high energy, stamina, and the ability to move about all of the facilities on a regular and ongoing basis – *frequently*.
- ❖ Involved in the collection of urine specimens – *occasionally*.
- ❖ Requires the ability to hear, see, and speak clearly – *continuously*.

## EQUIPMENT/TOOLS USED:

- ❖ Computer (Word, Excel, Database, Outlook, Internet, SPERO Case Mgt); Copier/printer, Phone, Fax, Breathalyzer, and Drug Testing Kit.

## EDUCATION/EXPERIENCE:

- ❖ Bachelor's degree in Addiction Studies, Pastoral Counseling, Divinity, Theology, Human Services or related field – required.
- ❖ Master's degree in Ministry, Marriage and Family Counseling, Social Work, Psychology, Theology or related field—strongly preferred
- ❖ Christian ministerial license/ordination – preferred.
- ❖ 2+ year's prior related experience or any equivalent combination of education and experience.
- ❖ Certified or licensed substance abuse counselor – preferred. If not, be willing to continue education towards certification.

## Requirement:

The Bay Area Rescue Mission is a privately funded 501 (c)3 non-profit, evangelical Christian ministry. Our designated purpose is religious and we are a Christ-centered ministry which is dedicated to sharing the Gospel and helping the homeless and impoverished. We consider every position to be essential in the fulfillment of our ministry and Statement of Purpose. As such, each employee must have a relationship with Jesus Christ as their personal Savior and Lord. All employees must:

- Be able and willing to share the Gospel and participate in all of the ministry activities of the Bay Area Rescue Mission;
- Subscribe to the Bay Area Rescue Mission Statement of Faith and Qualifications for Employment upon hire and continuously while employed;
- Adhere to the Bay Area Rescue Mission Employee Handbook.

This position requires a Conflict of Interest Statement and a Confidentiality Statement.

***My signature below acknowledges that I have read and understand the job description as described herein. I understand that this job description is not all-inclusive and that employment is at-will.***



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Signature

Printed Name

Date