

Miracle Hill Ministries, Inc.
INTERNAL JOB POSTING

Date: November 01, 2011

Job Posting: Shelter Counselor Specialist

Location: Greenville Rescue Mission

Hours: Full Time

Reports to: Director of Greenville Rescue Mission

Date Job Available: Immediately

Job Posting # 3020

Basic Job Description:

Summary / Purpose of Position: To promote the sharing of the Gospel by providing supervision, guidance, and assistance to Mission clients through education, counseling, and social service support. Must be able to deliver practical recovery educational services which are Biblically based and twelve step compatible, facilitate therapeutic group sessions, provide individual group,, and work both internally and externally to assist clients in attaining necessary and appropriate Christian and social support services.

Essential Duties and Responsibilities:

- TO SERVE CLIENTS STRUGGLING WITH HOMELESSNESS, ADDICTIONS, AND/OR MENTAL HEALTH ISSUES: by supervising, guiding, assisting, and providing accountability for a client case load.
- TO COORDINATE SOCIAL SERVICE AND APPROPRIATE ASSISTANCE FOR CLIENTS: by meeting and conferring with parole/probation officers, judges, attorneys, case workers, etc. as needed.
- TO ASSURE QUALITY AND CONSISTENCY OF PROGRAM DELIVERY: by gathering, analyzing, and summarizing data concerning clients and delivery of services in designated aspects of the Shelter. Interpreting and reporting data for program improvements to the Director. Keeping abreast of trends and changes in this field of ministry and making necessary adjustments.
- TO MAINTAIN PROPER CHANNELS OF COMMUNICATION AND PUBLIC RELATIONS: by preparing for and attending designated staff meetings and special GRM/MHM functions. Using established channels to facilitate good communication among staff, clients, and with external resources.
- Have a willingness to share the good news of Jesus Christ, give a personal testimony and pray with/for those served by the ministry
- Other duties as assigned by the Director

Supervisory Responsibilities:

- Direct supervision of assigned clients. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include assisting the Director in planning, assigning, and directing work; appraising performance; rewarding and disciplining clients; addressing complaints and resolving problems. Assumes specified administrative duties in the absence of and as authorized by the Director.

Qualifications:

- Education or equivalent experience: Earned Bachelor's Degree
- Years of experience: Two years in a related field
- Specialized training required: **Experience and training in mental health, addictions, and case management**
- License/Certification: Certified counselor (AACC or other)

*If interested in the above position, please apply online at www.miraclehill.org or send your resume to bslocum@miraclehill.org.