



Christ Community Church
Job Description

Job Title: Care and Counseling Specialist

FLSA Status: Full-Time, Non-Exempt

Work Days/Hours: 40 hours per week

Weekend Responsibilities: This position has no regularly assigned weekend duties and responsibilities. However, weekends may occasionally be required and are assigned by the Care and Counseling Director.

Reports To: Care and Counseling Director

MINISTRY PURPOSE: This position is responsible for the administration of the Care and Counseling Ministries and in supporting Christ Community Church’s mission of “Growing a Community Passionate for God and His Purposes.”

MINISTRY QUALIFICATIONS:

Character:

- A follower of Jesus Christ who is growing spiritually and serving as a leader within the body of Christ.
- Demonstrate a lifestyle and family life that is consistent in word and practice with the teaching of Jesus Christ. Consistently meets and strives to maintain the leadership character qualifications as outlined in 1 Timothy 3...above reproach, sober minded, self-controlled, respectable, hospitable, able to teach...filled with gentleness.”
- Understand and embrace CCC’s Mission, Vision, and Purposes for ministry in accordance with the Evangelical Free Church of America (EFCA) Statement of Faith.
- Possess an inspirational and influential personality that connects with a diverse demographic and population.
- Advance CCC’s culture of grace seeking unity in the essentials, charity in the nonessentials, and exalting Christ in all things.

Competency - Skills

- Demonstrate the ability to engage and motivate volunteers toward a greater passion for Christ.
- Possess thoughtful, effective, and biblically based decision-making skills.
- Demonstrate excellent interpersonal communication skills for use in managing an office, interfacing with vendors, conducting intakes with counselees, problem solving and conflict resolution, etc.
- Competent in the utilization of computer software programs such as Google, Excel, Word, and Access, etc.
- Ability to maintain the highest degree of discernment and confidentiality at all times.

Chemistry – Relational Abilities

- Appreciate the God-given personalities and spiritual giftedness of others.
- Demonstrate proven experience in administrative and ministry support.
- Understand the unique discipleship and logistical needs of a growing church community.
- Possess an exceptional degree of discernment, judgement, critical thinking, and problem solving as well as the ability to maintain the highest degree of confidentiality.

Job Responsibilities: Counseling Related Support Duties

- Serve as the administrator of Counseling Center and support staff member for the Care and Counseling Director.
- Maintain the counseling phone line by handling all incoming calls from clients and counselors.
- Provide intake assessments and prepare new client charts for Lay Counselors.
- Direct and schedule clients to the appropriate Lay or Professional Counselors.
- Maintain the confidential and general records of the Care and Counseling Ministry and file all records, documents, and correspondence.
- Provide administrative, office and clerical support for multiple counselors and the Care and Counseling Director.

- Manage the Counseling Center’s lobby area to include light cleaning, emptying of trash receptacles, maintaining a professional and safe environment, etc.
- Receive, direct, and relay all internal and external communications with sensitivity and confidentiality.
- Perform other related duties as by the Care and Counseling Director.

Job Responsibilities: General Administrative Support Duties

- Attend weekly, monthly, and quarterly meeting as assigned.
- Collaborate with and support Care Ministry Leaders and Volunteers such as, but not limited to: Prayer Teams, 55+, Marriage and Family, Visitation, GriefShare, Financial Peace University (FPU), and R3.
- Establish, manage, and maintain online sign-ups, promotion, and marketing of ministry events and programs.
- Provide administrative, office, and clerical support for the Care and Counseling Director and the Community Care Pastor.
- Assist with Care Ministry related responsibilities including the researching and purchasing of flowers, cards, gift baskets and related items for members and regular attenders.
- Receive, update, and prepare weekly prayer requests and disseminate to Pastoral Staff and Prayer Team Leaders.
- Perform other related duties as assigned by the Care and Counseling Director.

Minimum Qualifications:

Education: Associate’s Degree or equivalent credit hours in a related field of study. Bachelor’s Degree with a minimum of 15 credit hours in counseling, psychology, or related discipline preferred.

Experience: Two years of experience working in a similar environment to include administrative support, office management, counseling, coaching and/or discipleship.

Skills: Detail oriented, ability to multi-task and prioritize. Ability to work independently and as a member of a team. Exceptional verbal, written, and interpersonal communication skills.

Ability to remain calm and collected in stressful situations. Ability to maintain the highest degree of discernment and confidentiality at all times.

Physical Requirements: Periods of time spent sitting, standing, walking, kneeling, bending, and stooping. Mobility to move from one office area to another within the Church campus and to off-Campus locations. Light lifting up to 15 lbs. and light carrying up to 15 lbs. Ability to reach above shoulders and extend arms. Manual dexterity sufficient to type, operate general office equipment, and to file. Specific visual acuities to include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

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