



Christ Community Church
Job Description

Job Title: Care and Counseling Assistant

FLSA Status: Part-Time, Non-Exempt

Work Days/Hours: Up to 20 hours per week. Weeknights and some Saturdays.

Weekend Responsibilities: This position has some Saturday duties and responsibilities and those are assigned by the Care and Counseling Office Manager.

Reports To: Care and Counseling Office Manager

MINISTRY PURPOSE: This position is responsible for administrative and clerical duties of the Care and Counseling Center and in supporting Christ Community Church’s mission of “Helping All People Find Freedom in Following Jesus.”

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 conducting intakes with counselees, maintaining a welcoming atmosphere for clients, effective problem solving, and assisting with conflict resolution.
- Competent in the utilization of computer software programs such as G Suite, MS Office Suite, and Biblicare.
- 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:

- Greet visitors, answer a high-volume of incoming phone calls, and deliver outstanding customer service and care to visitors, clients, and staff.
- Provide administrative, office, and clerical support for multiple counselors and the Care and Counseling Director.
- Assist in maintaining the confidential and general records of the Care and Counseling Ministry and the filing of records, charts, documents.
- Receive, direct, and relay all internal and external communications with sensitivity and confidentiality.
- Assist in maintaining the professional appearance and cleanliness of the Counseling Center’s lobby area and common use spaces to include light cleaning, emptying of trash receptacles, and restocking of needed supplies.
- Attend weekly, monthly, and quarterly meeting as assigned.
- Perform other related duties as assigned by the Care and Counseling Office Manager.

Minimum Qualifications:

Education: High School Diploma. Some college coursework preferred.

Experience: One year of directly related work experience.

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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