

**Waterfront Rescue Mission
Job Description**

Job Title: Chaplain
Department: Ministry Programs
Reports To: Program Manager
Employment Status: _____ Full-Time _____ Part-Time _____ Temporary
Exemption Status: _____ Exempt _____ Non-Exempt

Job Summary:

Under the direction of the Program Manager, this position provides compassionate individual attention to clients in the ministry programs with a focus of bringing over-arching Biblical principles into practical daily living. Performs all reasonably related duties as assigned.

Job Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Christian Commitment: Must exemplify and model Christian behaviors and values and possess high levels of ethics, honesty and character.

Education/Experience: Bachelor's degree (B. A.) from four-year college or university; or four years related experience and/or training; or equivalent combination of education and experience. Must have a valid Florida driver's license or valid photo identification card and be insurable by the WRM's insurance carrier if driving is an essential function of the position. Must be able to pass WRM's Background Clearance for the purposes of being able to gain access and enter data into the HMIS Case Management System.

Must have an endorsement from a recognized Christian body. Minimum of two years' experience as a pastor, teacher or lay leader desired. Must be able to write routine reports and correspondence. Must be an effective presenter of scripture. Must possess a high degree of commitment to client confidentiality. Must accept and establish rapport with persons struggling with issues of addiction and recovery. Must agree with and signs the Mission's Statement of Faith.

Soft Competencies, Skills and Abilities:

- Demonstrates the Mission Statement and Core Values of the Mission in all job functions and day to day activities.
- Supports the organizational goals of the Mission.
- Always maintains a professional and positive attitude during day-to-day Mission activities. Strives to provide a positive cultural environment for co-workers, clients and customers.
- Practices stewardship by taking ownership of one's duties and responsibilities and does not waste or destroy Mission assets and/or properties.
- Exemplifies teamwork and the ability to always work well with others. Must have the ability to form effective working relationships with supervisors, subordinates, other staff members, and the public.
- Exemplifies motivation to perform at his/her very best every day and puts forth an effort to motivate others to be at their very best.
- Demonstrates good communication and interpersonal skills and can effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
- Exemplifies safety mindfulness during all Mission related activities by always utilizing and/or wearing any and all required safety equipment, always looking for ways to improve organizational safety, and ways to avoid accidents and/or injuries.

- Demonstrates the ability to manage conflict in a constructive manner. Has the ability to deal with problems involving several concrete variables in standardized situations
- Ability to read and comprehend general instructions, short correspondence, and memos. Has the ability to write general correspondence.
- Demonstrates commitment to co-workers, customers, clients and the Mission by maintaining regular job attendance and punctuality.
- Always exemplifies a neat, clean and professional appearance and hygiene.
- Demonstrates the ability to maintain strict confidentiality of Mission business affairs and operations.
- Demonstrates basic knowledge of computer operations and software.

Essential Job Duties and Responsibilities:

- Assisting clients in developing service plans that identify measurable goals for clients to achieve to complete their recovery process.
- Provides case management for plan progress with life skills and other issues including school, work, church and financial, etc.
- Works with the client to provide additional skills and/or resources as needed to empower each client regarding Christian character development (ex: financial planning and budgeting, healthy relationships, parenting, etc.)
- Provides Biblical counsel and guidance in addressing the assigned clients' spiritual, mental, emotional and physical issues to strengthen their capability of living free of addiction and independent of a controlled environment or public assistance.
- Acts as a mediator during times of conflict and crisis.
- Facilitates Chapel, Bible Studies, individual, small group and large group classes and recovery endeavors.
- Assists clients in relationships with mentors, church leaders and lay ministers, as well as probation officers, court systems, employers and school representatives. and advocates for the client in these relationships.
- Conducts assessments, write evaluations, provide conclusions for the client as needed.
- Documents client's progress in the form of case notes in case management software.
- Provides for direct assistance for immediate needs.
- Performs random drug screening as needed or requested by the Program Manager.
- Attends weekly, in-house Staff/Safety/Client meetings.
- Follows policies and procedures including but not limited to monitoring client medications, reporting harassment issues, reporting staff issues that adversely affect proper operation of the department, protecting client records and confidentiality of information, cash handling and charge account privileges, etc.
- Style promotes a grace-based, adult-to-adult environment for learning and growth (not a punishment and reward environment for behavior modification).
- Provides facility, logistics and other support to the ministry as assigned.
- Counsels with clients in both an individual and group setting.
- Issues vouchers and referrals as needed.
- Duties as assigned in relation to overseeing a specific area of service (such as Intake, Evening Services, Operations, Day Shelter (or Day Resources Center), Outreach, Recovery Readiness, Career Development, Special Holiday or other Event Components, etc.).
- If this position is responsible for kitchen operations, the chaplain will obtain and maintain Safe Serve certification.
- Researches and presents Christian material nondenominationally and nonjudgmentally.
- Some travel may be necessary for training & temporary duty.
- Other duties as assigned by immediate supervisor or other Mission management.

Computer Skills:

Computer skills described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Intermediate computers skills are required for this position, which include aptitude in the use of the Internet, e-mail, spreadsheets, and maintaining data bases through means of accurately and proficiently entering data.
- Must be knowledgeable in the use of Microsoft Office Suite and case management software, basic typing skills a must.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to talk and listen. The employee is occasionally required to stand; walk; sit; use hands to manipulate; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is occasionally exposed to moving mechanical parts and outside weather conditions. The noise level in the work environment is usually moderate.

I have reviewed this job description and do not have any reservations about my ability to perform all duties of the position.

Signature

Date

Name (Printed)

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