

Los Angeles Mission, Inc. Job Description

Job Title: Chaplain
Department: Anne Douglas Center for Women
Reports To: Executive Director, Women's & Family Ministries
FLSA Status: Full time – Exempt
Prepared By: Human Resources Department
Prepared Date: Revised, July 2010

SUMMARY:

Demonstrates Christ-like behavior and attitude in all job duties and responsibilities. Provides Biblically based counseling to recovery program participants designed to resolve problems, including spiritual, physical, emotional, social, legal, educational, chemical dependency, alcoholism, broken family relationships, crimes, and serious medical conditions by performing the following duties:

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Counsels recovery program participants, helps resolve their problems, and evaluates their progress.
- Monitors progress in life-skills, learning center, and program.
- Creates alternative motivation techniques unique to individual.
- Prepares, and teaches periodic Bible classes, leads devotions and chapel services with program clients.
- Schedules and attends court hearings with program clients to represent the Mission and assist in resolving clients' legal problems.
- Attends staff meetings, student retreats, staff retreats, staff devotions and periodic training seminars.
- Prepares case notes; administrative reports.

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.

EDUCATION and/or EXPERIENCE:

Bachelor's Degree from college or university (or equivalent from Bible training institute) with concentration in theology, counseling, psychology, social work or related field. Certified drug and alcohol counselor; Case management experience; or equivalent combination of related experience and education.

LANGUAGE SKILLS:

Ability to read and interpret general business periodicals, professional journals, journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Bilingual: fluent in both English and Spanish in written and spoken form.

MATHEMATICAL SKILLS:

Basic business math skills required.

REASONING ABILITY:

Ability to solve practical problems, and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

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. While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to walk. The employee is occasionally required to stand, use hands to finger, handle, or feel, and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include peripheral vision. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, employee may be exposed to some abuse from angry students or guests. Employee is regularly exposed to some risk of communicable disease from guests of facility, exposure to TB and other respiratory diseases. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I understand the above job description and agree to comply with, and be subject to, its conditions. I understand that the company reserves the right to delegate, remove, expand or change any and all responsibilities listed above and will inform me of any such change. In addition to meeting the job duties listed above, I agree to abide by the Company policies contained in the employee handbook. I acknowledge that I can fulfill the above duties with or without reasonable accommodation.

Employee Signature

Date

Approval

Date