**Women’s Counselor**

**Principle Function:**

* The primary function of the Counselor is that she is responsible for providing Spiritual guidance to the clients of the Durham Rescue Mission (DRM). The Counselor will have a clear testimony of saving faith in the Lord Jesus Christ. She must maintain an exemplary Christian life and desire to serve the Lord in the ministry of Rescue. She must be sensitive to the plight of the poor and disadvantaged.
* Under the general supervision of the **V.P.-Operations**
* **STATUS: FT (# hrs.) or PT (# hrs.): FT (40+)**
* **BFOQ: Female**
* **Management or Non-management position: Non-management**
* **Salary Exempt or Hourly Non-Exempt: Please indicate: Hourly Non-Exempt**

(Exempt positions must meet and comply with FLSA requirements)

**Responsibilities:**

* Provide spiritual counseling to assigned clients on a weekly basis
* Enter and maintain client counseling notes in Spero database on a daily basis.
* Create monthly reports on all counselees in Spero as needed.
* Speak in morning devotions for women as needed.
* Teach classes in the Victory Program for women as needed
* Maintain Christian attitude and be a positive role model to the clients. Must uphold and comply with the standards of the employee manual of the Durham Rescue Mission.
* Uphold and enforce all policies and procedures of the Durham Rescue Mission and the Women’s Division.
* Assign Bible lessons and homework activities in counseling times that will be beneficial for specific needs of that client with the trials she is facing at that specific time.
* Be willing to confront a client about her specific sin that is hindering her growth in grace.
* Other duties given by the Operations Manager – Women’s Division, V.P.-Operations or Executive staff.
* Visit your counselees when they have checked into the hospital.

**Physical Demands/Work Environment:**

* 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 accommodation may be made to enable individuals with disabilities to perform essential functions.

* While performing the duties of this job, the employee is regularly required to talk and hear.
* The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
* The employee is frequently required to sit and occasionally climb or balance, stoop, kneel, crouch, or crawl.
* The employee may occasionally lift or move objects up to 10 pounds and may infrequently lift or move objects up to 40 pounds.
* Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
* Looking at a computer screen for extended periods of time.
* Will travel to different locations to counsel women.

**Knowledge, Skills and Abilities:**

* Leadership and decision-making abilities.
* Good communication skills – writing, spelling, grammar, and verbal.
* Excellent listening skills.
* Must have good computer skills and be familiar with MS Windows, and MS Office.
* Must be willing to become proficient in the Mission’s client tracking software – Spero.
* Must have a valid North Carolina Driver’s License.

**Education, Training and Experience:**

* Minimum: Associates Degree
* Must know the Word of God to be able to counsel the women.
* Minimum 1 year experience
* Preferred - Association of Certified Biblical Counselors (ACBC) Certification. ACBC certifies biblical counselors to ensure doctrinal integrity and to promote excellence in biblical counseling.
* Solid Bible knowledge and teaching experience that aligns with the Mission’s Statement of Faith.

**Special Requirements:**

* All employees of the Durham Rescue Mission must be faithfully attending and in good standing in a local Bible-believing church.
* Be in full agreement and adhere to and practice in their daily life the DRM Doctrinal Statement.
* Be in full agreement with Sufficiency of Scripture in counseling with co-workers and clients. (See Document – The Sufficiency of Scripture in a Therapeutic Culture)
* Employees must also have an exemplary testimony both before the church and the world.
* Must exhibit and exemplify a good testimony and personal integrity.
* Must sign and be in agreement with Durham Rescue Mission Statement of Faith.
* Must be a person of prayer and a positive team player.
* Agrees with and carries out responsibilities in accordance with the Mission’s policies.
* Committed to serving the poor and homeless.
* The Counselor for Women shall be a mature, dedicated Christian who has felt the call of God to this field of ministry (who has a sense of “Mission”) and shall pledge herself to fulfill all areas of responsibility to this position, motivated by her Christian urgency to demonstrate a sensitiveness, self-discipline, and enthusiasm in dealing with all people within the scope of her administrative and ministerial responsibilities.

**Disclaimer Statement**

The above is intended to describe content of and requirements of the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Durham Rescue Mission reserves the right to change, add, delete at any time from this job description to meet the needs of the organization.

I have read and agree to the above mentioned responsibilities of the described position of the Durham Rescue Mission.  I understand that employment with Durham Rescue Mission is always “at-will.”

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 Name Date

*\*\*Last Updated: 3/22/23 KZ*