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| Job Title | Supervisor | Classification |
| **Renewal Counselor** | Program Manager | Part Time or Full Time |

Position Objective:

Assess residents with bio, psych, social interview and other assessment tools, create renewal plan, and provide guidance to complete renewal plans.

Experience, Education, Requirements:

* Previous leadership in a ministry setting preferred
* Associate degree or higher in related field preferred
* Experience with addiction counseling preferred
* Approval of insurance company for driving mission vehicles
* Current driver’s license
* Represent Hope Gospel Mission with a professional image
* Strong interpersonal and critical thinking skills
* Mature Christian in agreement with Hope Gospel Mission's faith statement
* Computer literate
* Ability to navigate crisis in a calm and professional manner.

Summary of Responsibility – Illustrative, not all inclusive:

* Assess each resident in the areas of academics, addictions, finance, health/nutrition/fitness, mental health, life skills, and vocational skills to determine needs and desires.
* Create a 7-dimension renewal plan to address each resident’s needs in these areas. (The 7 dimensions are academic, addiction, financial, life skills, mental health, nutrition/fitness, and vocational. Spiritual is covered by the chaplaincy.) These plans should directly bring residents to meeting the expected outcomes of the program they are in.
* Assist resident in review, goal setting, and achieving objectives and goals in renewal plan
* Meet regularly to assess progress and adjust as necessary.
* Communicate often with program staff and others as necessary to assist resident in programmatic unity throughout the different facets of their program experience.
* Participate in development of programming.
* Ensure intentional, faith-based, healthy, healing community atmosphere is maintained and followed. Make necessary adjustments as needed to maintain this environment.
* Provide valuable feedback to the case management team from your perspective. Document observations and interactions and offer feedback to appropriate staff as needed to facilitate constructive and forward moving case management.
* Some positions may have a specific assigned responsibility, such as care for SLC building, teaching Financial Peace University, leading a recovery group, writing checks, distributing stipends, or overseeing another specific area of the ministry.
* Lead small groups or classes as assigned.

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| Meeting attendance | |
| House meeting | Not required |
| Program team meeting | Required |
| Case manager meeting | Required |
| Hope Gospel Mission Staff Meetings | Required |
| Program Leadership Team Meetings | Not required |

Disclaimer:

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee. It is illustrative of the area of responsibility. All job descriptions may be superseded by direction given from the supervisor.