

Los Angeles Mission, Inc. Job Description

Job Title: ADC Jumpstart Chaplain
Department: ADC Women's Ministry
Reports To: Director of Women's Ministries
FLSA Status: Regular, Full Time, Exempt
Prepared By: Human Resources Department
Prepared Date: October 2019

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.

- Enrolls students in Jump Start into the ClientTrack system with 24 hours of entry into program.
- Counsels recovery program participants, helps resolve their problems, and evaluates their progress.
- Provides pastoral care to students on caseload.
- Leads Jump Start groups and weekly one-on-one counseling sessions.
- Monitors progress in life-skills, learning center, and program.
- Refers students to mental health for assessment prior to entering Fresh Start.
- Administers UA testing, analysis and entry of all results into the ClientTrack system.
- Creates alternative motivation techniques unique to individual.
- Facilitates Christian 12 Step Group for Jump Start.
- May conduct intake for new clients.
- Prepares, and teaches periodic Bible classes, leads devotions and chapel services with program clients.
- Advertises for new clients.
- Schedules and attends court hearings with program clients to represent the Mission and assist in resolving clients' legal problems.
- Attends staff meetings, and staff devotions. Attends periodic training seminars.
- Performs administrative duties using computer, prepares weekly reports.
- Participates in active recruitment and outreach to bring in new clients and establish program admission, under the leadership of Program Director
- Ensures completed files and training assignments are complete upon referral to Fresh Start.

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:

Associate's degree (A.A.) or equivalent from two-year college or Bible training institute with concentration in theology, counseling, psychology, social work or related field, or two years related experience and /or training.

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.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

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 distance vision, color vision and 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, the employee is occasionally exposed to a disagreeable element such as noise, heat, dust, or cold. Employee is regularly exposed to some abuse from angry callers. Employee is regularly exposed to some risk of communicable disease from guest of facility, exposure to TB and other respiratory diseases. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

LOS ANGELES MISSION IS AN EQUAL OPPORTUNITY EMPLOYER: and values diversity.

We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status, except as allowed by federal statute under Title VII of the Federal Civil Rights Act.

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

Employee Name (please print)

Date

Approval

Date