



Wings of Refuge

## **Wings of Refuge - Spiritual Care Coordinator**

**Organization Type:** Christ Centered Non-Profit

**Reports To:** Education Director

**Hours:** 30 hours per week, plus benefits

**Education and Experience:** Preference will be given to individuals who possess a degree in pastoral studies, theology, or counseling or the equivalent amount of experience. Experience in a ministry role and/or walking alongside others in their spiritual development is highly desirable.

**Summary of Job Responsibilities:** This position focuses primarily on discipleship and the spiritual formation of participants in the residential program. Helps cultivate healthy spiritual rhythms throughout the organization. Assists in the development and delivery of education programs and classes. Helps coordinate and manage volunteers assigned to education and programming responsibilities.

### **Disciple Participants**

Help participants establish, reclaim, or deepen their relationship with God through an invitational and personalized approach. Will spend dedicated time with, pray for and build relationships with participants to intentionally help them grow in their faith.

- Support participants in the achievement of spiritual goals as outlined on their personal RISE plan.
- Responsible for documenting session outcomes, staying current on their development within the program and any pertinent information that will assist in participants' spiritual formation.
- Follow program specific guidelines in coaching, mentoring and supporting participants.
- Write regular notes of encouragement to participants.

### **Resource to Staff and Volunteers**

Help create a culture in which prayer, worship, and encouragement are practiced and central to the ministry. Be available as a mentor to staff and encourage staff through email and written notes.

- Provide support to team members in the preparation of daily devotion recommendations and plans as needed.
- Gather prayer requests from team members quarterly and share with WOR intercessors and/or prayer volunteers.
- Assist in WOR home when during staff absences or emergencies including providing transportation for participants as needed.
- Coordinate the identification, recruitment and coordination of volunteers to facilitate classes that are part of WOR regular programming and curriculum.
- Provide leadership and guidance to assigned volunteers.

### **Coordinate with Spiritual Community**

Work with community members to develop spiritual support systems for participants and staff.

- Evaluate church partner relationships, research church programs and identify resources which may be valuable for participants.
- Check in and help women living at the TLC get plugged into Bible studies and groups with local churches in coordination with the TLC Coordinator.

### **Education and Programming**

- Assist in the research and development of new resources for programming consideration.
- Develop scope and sequence of faith-based classes in coordination with the programming team.
- Prepare and lead spiritual formation classes and other assigned education classes.

### **Additional Responsibilities:**

- Agree with the Wings of Refuge **Statement of Faith**
- Understand and demonstrate a willingness to engage in the **Guiding Principles** of the program
- Maintain an active, growing relationship with the Lord

- Abide by organization policies and procedures
- Exhibit leadership and management skills
- Capable of performing multiple tasks and is well organized
- Possess crisis management skills
- Display strength-based tendencies
- Effectively communicate with others
- Participate in all required training and show competency in skill areas of training content
- Take med management training
- Willingness to pursue and participate in continuing education to stay up to date on best practices and regulatory compliance requirements

**Qualifications:**

- Never have been shown by credible evidence (e.g., a court or jury, a department investigation, or other reliable evidence) to have abused, neglected, sexually exploited, or deprived a child or adult or to have subjected any person to serious injury as a result of intentional or grossly serious injury as a result of intentional or grossly negligent misconduct as evidenced by an oral or written statement to this effect obtained at the time of application and evidence of having made efforts to obtain and evaluate references from previous employers
- Documentation of at least two professional, educational or personal references that attest to the person's capability of performing the duties of the position
- Complete a satisfactory preliminary criminal history background check and a satisfactory fingerprint records check
- Be 21 years of age or older
- Pass a motor vehicle record check