



Wings of Refuge – Spiritual Care Coordinator

Organization Type: Christ Centered Non-Profit

Direct Report: Director of Residential Services

Hours: Part time, 10-20 hours per week

Education and Experience: Preference will be given to individuals who possess a bachelor's degree from an accredited college or university in Bible, pastoral studies, theology, or a related field with at least two years experience. Relevant experience may be substituted for the degree preference.

Summary of Job Responsibilities: This position focuses primarily on the spiritual formation of the participants in the residential programs and helping to cultivate healthy spiritual rhythms throughout the organization.

Disciple Participants

Helping participants to establish, reclaim, or deepen their relationship with God through an invitational and personalized approach

Resource Staff

Helping to create a culture in which prayer, worship, and encouragement are practiced and central to the ministry

Coordinate Spiritual Community

Work with volunteers and community members to develop spiritual support systems

List of Responsibilities:

Daily

- Read/record any pertinent documentation
- Follow program specific guidelines per RISE Plan
- Prepare daily devotion recommendations/plan for the Restoration Home and TLC
- Prepare and lead spiritual formation classes at the Learning Center
- Provide leadership and guidance to assigned volunteers

Weekly

- Write regular notes of encouragement for participants
- Attend staff meetings and family time

Routinely

- Develop scope and sequence of faith-based learning center classes in coordination with the programming team
- Evaluate church partner relationships and participant church experiences
- Support participants with their spiritual goals on their RISE plans at Restoration Home and TLC
- Identify resources and groups through local churches 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
- Research and propose new resources for programming consideration
- Identify and recruit volunteer and/or professional facilitators of additional classes
- Send encouragement to staff via email and written notes
- Develop quarterly prayer requests for website and WOR intercessors
- Assist in WOR home in staff absence or emergency and provide transportation as needed

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