

## **Village Seven Presbyterian Church Job Description**

### **Job Title: Young Adult Director/Triage Counselor**

**Purpose:** This combo position is for a man or woman who is gifted and educated in counseling and ministry. They will assist the Session and pastoral staff in leading Village Seven Presbyterian Church in making disciples for Christ and His kingdom, primarily among young adults (roughly 18-40 years old). The goal of this position is to develop, implement and refine a strategy for bringing the younger adults of V7PC to maturity in Christ (Eph 4.11-16). As Triage Counselor, this person is an independently licensed mental health professional who provides initial (both psychosocial and diagnostic) assessment, short-term interventions, triage and referral services.

### **Duties and Responsibilities:**

- A. Work alongside the Pastor of Discipleship and Pastor of Adult Discipleship in attracting, retaining and implementing young adults with the church's strategy for bringing the congregation to maturity in Christ.
- B. Establish and grow Village Groups for young adults.
- C. 10+ hrs per week of contact work with young adults/leaders.
- D. Work with young adult community leadership teams to:
  - a. Teach weekly in young adult communities / Lead a Village Group
  - b. Care for the members of their community and for members of Village Seven in similar stages of life, working with elders and shepherding teams.
  - c. Identify and train future leadership among the young adults.
- E. Work with local RUF ministries in care for our college/college-aged students.
- F. 10-15 hours per week of intake triage in order to refer congregants out to clinicians in the area for long term care
  - a. Actively listening and interacting with clients to assess needs.
  - b. Address client concerns by conducting clinical intakes and referring clients to the appropriate resources, such as to a therapist or counselor
  - c. Researches and articulately communicates information regarding pertinent services and resources
  - d. Demonstrates knowledge of area resources and mental health laws
  - e. Recognizes crisis situations and evaluates for needed action to minimize risk
- G. Create and implement a plan for personal spiritual growth and professional development

## **Minimum Requirements:**

**Faith:** This position must be held by an individual who is an active, practicing evangelical Christian who is committed to the church's vision and mission, agrees with our Statement of Faith, and subscribes to the Westminster Confession and Catechisms. There is no other background that can substitute for this requirement.

**Education:** Bachelor's degree or higher

- Masters of Arts in counseling (or equivalent) and/or Masters of Divinity preferred
- Psychology, Social Work or other behavioral health or counseling related field preferred
- Independently licensed in Colorado as an LPCC, LISW, LCSW, LMFT, LPAT and/or LCP/PHD is helpful

## **Experience:**

- A. Must have a minimum of three years experience working within a church ministry context
  - a. Shows competence in recruiting, training, and leading ministry staff and/or volunteers
  - b. Ability to plan, execute and evaluate department vision and goals.
  
- B. Preferred three years of experience in mental health treatment field with a minimum of one year of assessment/intake/triage experience for a full caseload of clients or for an agency
  - a. Clinical assessment experience in the following areas: mental health, behavioral health, chemical dependency, and crisis stabilization, preferred
  - b. Quick thinking, high energy, positive, and professional, with demonstrated multi-tasking and critical thinking skills
  
- C. Other backgrounds may be substituted for this requirement providing it demonstrates suitable experience, knowledge and skills.

## **Or other background demonstrating application of the following knowledge, skills, and abilities:**

- Lead and develop teams to accomplish stated objectives
- Teach classes and small groups; lead seminars; speak to large groups
- Knowledge of and experience in using Word, Excel, and other software and database programs
- Ability to keep confidences and protect confidential information reliably
- Relate well to various age groups and education levels
- Plan, develop, and deliver curriculum

**Department:** Discipleship

**Reports to:** Pastor of Discipleship

**Pay Type:**  Hourly  Salaried

**Time Required:** 40-50 hours per week

**Eligible for Overtime:**  Yes  No

If no, check type of exemption:  Professional  Executive  Administrative  Ministerial

**Supervisory Position:**  Yes  No

If yes, check type:  Employees # \_\_\_\_\_  Contract Wkrs # \_\_\_\_\_  Volunteers # \_\_\_\_\_

*Supervisory responsibilities include assigning, scheduling, monitoring and controlling work; evaluating and managing performance; interviewing, hiring, and orienting new employees; training employees when necessary; making salary recommendations; and recommending discipline or termination when necessary.*

**Job Titles Supervised (if applicable):**

**Works closely with:** Staff Leadership Team, Session, Village Group Leaders, Community Leadership Teams

**Physical, Mental, and Emotional Requirements of this Position Include:**

<i>WORKING ENVIRONMENT:</i>	SELDOM	OCCASIONAL	FREQUENT
COLD (50 F or less)		X	
HEAT (90 F or more)	X		
GASSES/FUMES/DUST	X		
HEIGHTS	X		
NOISE	X		
CLIMBING (Stairs/Ladders)			X
DRIVING			X
CRAWLING OR KNEELING	X		
BENDING			X
WALKING/Uneven Surfaces			X
WORKING ALONE	X		
WORK WITH OTHERS			X
CHEMICALS/SOLVENTS	X		
<i>MOVING HEAVY ITEMS:</i>	SELDOM	OCCASIONAL	FREQUENT
LIFTING/LOWERING	over 50 lbs	20 - 50 lbs	under 20 lbs
REACHING FORWARD	over 50 lbs	20 - 50 lbs	under 20 lbs
PUSHING/PUSHING	over 50 lbs	20 - 50 lbs	under 20 lbs
CARRYING	over 50 lbs	20 - 50 lbs	under 20 lbs
<i>MENTAL DEMANDS</i>			
REGULARLY PRESENT AT WORKPLACE			X
SPEAKING TO LARGE GROUPS			X
INTERPRETING OR ANALYZING DATA			X
MAKING QUICK DECISIONS			X

<i>SENSORY CAPABILITIES</i>	SELDOM	OCCASIONAL	FREQUENT
VISUAL ACUITY: Near			X
VISUAL ACUITY: Far			X
COLOR DISCRIMINATION	X		
HEARING			X
SPEECH			X
MANUAL DEXTERITY			X
EYE/HAND COORDIN.			X
<i>TRAVEL:</i>			
Local			X
National	X		
International	X		
<i>REPETITIVE MOVEMENTS:</i>			
(please list) Use of computer and mouse.			X
<i>OPERATING MACHINERY:</i>			
FACSIMILE (FAX)	X		
COMPUTER /MOUSE			X
COPIER/PRINTER			X
TELEPHONE			X
<i>EMOTIONAL DEMANDS</i>			
CALM IN STRESSFUL SITUATIONS			X
SUPPORTIVE TO THOSE IN CRISIS			X
FREQUENT INTERRUPTIONS			X
MULTIPLE DEMANDS OR PRIORITIES	X		X

**Evaluation:** This position is evaluated annually by the Pastor of Discipleship. A written report is prepared of this evaluation and signed by the Young Adults Discipleship Director and the Pastor of Discipleship. During the course of the evaluation, the Job Description shall be reviewed and needed alterations discussed.

This description is not intended to be an exhaustive list of all responsibilities, skills, or working conditions associated with this job. It is intended to be a reflection of the principle job elements essential for making compensation and employment decisions.

**Employee's Affirmation:**

**Employee's Affirmation:**  
 I have read this job description and understand its requirements. I affirm that I have the physical, mental, and emotional ability to perform the Duties and Responsibilities of the position and that I have informed the supervisor of any accommodations I need to do so. In addition, I affirm that I understand my role in the ministry of the Church, that I fully support that ministry, and that I will behave in a way that is consistent with belief in Jesus Christ, the Scriptures, and the teaching of the church.

**Employee's Printed Name:** \_\_\_\_\_

**Employee's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

This document was last reviewed on August 01, 2022.

Email: ltaylor@v7pc.org