

**Job Opportunity**



**Competitive**

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**Position:** Counseling Intake Coordinator

**Job Vacancy Notice#:** RC-14-08

**Location:** The Rock Church

**Salary Range:** Negotiable Depending on Experience

**Employment Category:** Regular Full-Time, Non-Exempt

**Opening Date:** 9 April 2008

**Closing Date:** 16 April 2008

**Area of Consideration:** All areas.

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**Brief Description of Major Duties:** The Counseling Intake Coordinator shall assist in providing initial assessment of all situations requiring biblical counsel and benevolence assistance; consoles people for immediate needs over the phone and ensures each individual receives the guidance and appropriate care needed. Experience and training in the Social Services arena is preferred.

**Qualifications & Requirements:** **Care Responsibilities:** The first point of contact for all care and counseling inquiries made to either the Care and Concern or Marriage and Family Ministries. Perform intakes of potential counselees for referral or assignment to lay counselors, pastoral staff and professional counselors. Assist in the organizational needs for both Care & Concern and Marriage & Family programs and events. **Concern Responsibilities:** Listen to the needs of those seeking assistance and be able identify and discern the issue concerning them. Connect individuals with inside or outside resources that may assist them. Review all benevolence requests/applications and notify applicants of acceptance or denial of their request per our stated policy and guidelines. **Working Relationships:** As a member of the Care & Concern, Marriage & Family Ministry they will be mutually accountable to the team members and under the oversight of the directing Pastor. Work in close coordination with the Care and Concern Program Manager, Marriage and Family Coordinator and support staff. As a Rock staff member be under the mutual accountability of the entire staff. Attend weekly staff and department meetings. **Administration:** Monitor and maintain all fellowship contacts for both ministries on a daily basis. Maintains record of all benevolence distributions in database. Update and restock all ministry materials and curriculum when needed.

The above summary of duties represents the major tasks and duties. This is not intended to be an exhaustive list of all responsibilities. Therefore, the Counseling Intake Coordinator may perform other related tasks under the direction of the Care and Concern Program Manager.

Christ-centered behavior, i.e., treating people with dignity, respect, compassion and integrity at all times. At least 2 years experience in a related field (i.e. Social work, Family Counseling) Demonstrated ability to discern nature and severity of individual situations. Experience in conflict resolution. Ability to recognize and maintain confidentiality as appropriate. Ability to work independently or in a team-oriented environment. Proficient in MS Window operating system, MS Word, MS Excel, Internet E-mail and Internet usage. Strong verbal and written communication skills. Legible writing skills. Strong organizational skills. Self-motivated and flexible. Maintains a Class C Driver's License and maintains an acceptable driving record (in accordance with the employee's auto insurance carrier and less than 2 DMV points on driving record.) Regular involvement in the Rock Church activities and events. Signed acknowledgement of the Rock Church Statement of Faith. Adheres to policies and procedures as stated in the Rock Church employee handbook. Regular attendee of the Rock Church.

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To be considered for this position, outside applicants are required to complete Application for Employment; in-house applicants are to submit an updated resume. Employee's performance and attendance record will be taken into consideration at the time of the selection process. Selection for an interview does not guarantee promotion or appointment to the position. As part of the employment process, The Rock Church may obtain a Criminal Record Check.

The Rock Church provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify Human Resources. The decision on granting reasonable accommodation will be on a case-by-case basis.

Full consideration will be given to all qualified applicants without regard to race, sex, color, age, physical handicap, or national origin. As a Christ-oriented, Bible-believing organization, The Rock Church does reserve the right to exercise preference on the basis of religion in all of its employment decisions.

*To apply please visit the website at [www.therocksandiego.org](http://www.therocksandiego.org) and fill out the application. Email application and resume to [hr@therocksandiego.org](mailto:hr@therocksandiego.org) . Or mail application and resume to 2277 Rosecrans, San Diego CA 92106, Attn: Human Resources. All mailed applications must be received by the closing date to be considered for the position.*