

## Job Opportunity



## Non-Competitive

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**Position:** Care and Concern Program Manager

**Job Vacancy Notice#:** RC-37-06

**Location:** Marriage and Family Ministries

**Salary Range:** Negotiable Depending on Experience

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

**Opening Date:** 20 October 2006

**Closing Date:** 3 November 2006

**Area of Consideration:** All Sources

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**Brief Description of Major Duties:** The Care and Concern Program Manager shall provide initial assessment of all situations requiring biblical counsel and benevolence assistance. Consoles people for immediate needs over the phone; Ensures each individual receives the guidance and appropriate care needed. Experience and training in the Social Services arena is preferred. **Policy and Guidance:** Develop and maintain counseling and benevolence policies in concert with the Rock Church vision statement and staff handbook. Keep the spiritual aim of edification integrated in all care and concern ministries. Develop and maintain continuity of care and concern ministry programs through change of personnel. **Care Responsibilities:** Develop and sustain the entry level training program for lay counselors (“Caring for People God’s Way” – American Association of Christian Counselors). Develop and sustain an ongoing supervision (including evaluation) of lay counselors. Perform intakes of potential counselees for referral or assignment to lay counselors, pastoral staff and professional counselors. Establish and maintain a referral network of various levels of professional counselors. Conduct personal counseling as schedule allows. Plan and provide long-range supplemental counselor training to lay counseling and Rock church staff leaders. **Concern Responsibilities:** Listen to those in need of assistance and identify the issue. Connect individuals with inside or outside resources that will help them. Supervise, implement and monitor of aid and assistance within the benevolence ministry. Review requests/applications and notify applicants of acceptance or denial per benevolence guidelines. Submit request and distribute aid per benevolence guidelines and budget allocations. **Working Relationships:** Oversee the Care and Concern ministry, and as a ministry staff member be under the mutual accountability of the Rock staff. Work in close coordination with the Pastoral and support staff. Communicate closely with the Communications and Facilities Department in sharing information for the newsletter, church calendar, program planning, and the use of facilities. Provide nurture and direction for lay counselors and program leaders. Maintain regular consultation with licensed professional counselors for networking and supervision. **Administration:** Perform long-range planning for the Care and Concern ministry. Procure, maintain and distribute materials and equipment related to this ministry. Coordinate building use and allocation of space related needs to this ministry. Oversee a recording keeping system for the staff or lay counseling performed in the church. Prepare and oversee the care and concern ministry budget items. Maintains record of all benevolence distributions in database. Monitor petty cash for benevolence distribution. 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 Care and Concern Coordinator may perform other related tasks under the direction of the Marriage & Couples Pastor.

**Qualifications & Requirements:** Christ-centered behavior, i.e., treating people with dignity, respect, compassion and integrity at all times. A master’s degree in related studies preferred but not required. At least 5 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. Member 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 and email application and resume to [hr@therocksandiego.org](mailto:hr@therocksandiego.org) . Or mail application and resume to Human Resources, 2448 Historic Decatur Road #105, San Diego CA 92106. All mailed applications must be received by the closing date to be considered for the position.*