

Position Description for

**Pastoral Care Team Manager**

Department: Women's Ministries Work Location: Shepherd's Door  
Pastoral Care Team  
Job Title: Manager Reports to: Shepherd's Door  
Director

Employment Status (check boxes as necessary)	<input checked="" type="checkbox"/> Regular	<input checked="" type="checkbox"/> Full Time	<input type="checkbox"/> Non-exempt
	<input type="checkbox"/> Temporary	<input type="checkbox"/> Part Time	<input type="checkbox"/> Exempt
	<input type="checkbox"/> Seasonal	<input type="checkbox"/> On Call	
	<input type="checkbox"/> Volunteer		

Effective Date: \_\_\_\_\_ Hours: From \_\_\_\_\_ To \_\_\_\_\_

**General description of work:** Responsible for management of Pastoral Care Team and any community partners specific to pastoral care programming. Collaborate with program staff to understand and implement program components as needed through PC team.

**Essential Functions:**

- Manage pastoral care staff
- Manage community partners through PC Team
- Implement program components
- Mentor and train PC staff
- Provide staff support for recovery team
- Other duties as assigned

**Knowledge, skills, and abilities required:** (points specific to the job)

- Strong management skills and experience
- Degree in counseling/ministry or experience equivalent
- 3-5 years of experience in directing a program in related field
- Full understanding of biblical recovery
- Discernment/compassion
- Team player
- People oriented
- Ability to articulate program, vision and purpose of ministry

**Personal Attributes & Values:**

- Ability to demonstrate flexibility in working as part of the team for the common goals of the mission, including performance of tasks outside the parameters of this job description
- Prompt and thorough in job performance, as well as possessing the ability to think logically
- Ability to effectively handle multiple tasks as assigned
- Developed relational and listening skills
- Person of integrity and honesty
- Neat and clean in appearance

- Possess organizational skills and the ability and willingness to participate in program design and structure
- A pro-active communicator and problem-solver with a bias towards action
- A relationship with the Lord Jesus Christ and a deep desire to serve Him
- A conviction that God has called you to this position
- An understanding and commitment to the mission and ministry of the PRM

**Equipment Used:**

- Telephone, fax and voice mail
- Cell phone
- Computer
- Copier and related office equipment
- Calculator

**Dress Code:** The Portland Rescue Mission does have a dress code. This will be shared with you at the time of employment.

**Handbook:** The Portland Rescue Mission's Handbook for Employees will be your guide to all personnel practices and procedures. If you have any questions, please contact the Human Resources Department (CFO).

In any position with the Portland Rescue Mission, it is impossible to predict the many requests and assignments that can and will be made on an employee. This is the case with this position. Flexibility and a cooperate spirit are crucial characteristics of the person who holds this important position and for the successful operation of the Portland Rescue Mission services.

**Revisions:** The Portland Rescue Mission reserves the right to revise or change job duties and responsibilities as the need arises. Its facilities and vehicles provide a smoke and drug free work environment for all employees and volunteers.

**Mission Statement:** We exist to share the Word of God and demonstrate the love of Christ to the homeless and needy through rescue ministries.

**Employee acknowledgement:**

I have received a copy of this job description

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Signature

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Date