



# MISSION HILLS CHURCH

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## COUNSELING ADMINISTRATIVE ASSISTANT

Department : Ministry Environments

Direct Report : Counseling Pastor

Position : Part-time

Hours : 20 hours per week

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### PURPOSE OF POSITION:

The purpose of the Counseling Administrative Assistant is to support the Counseling Pastor in overseeing the day-to-day operations of the Counseling Center, Recovery Ministries and Adult Education programs while supporting the implementation of the vision, mission, and core values of Mission Hills Church.

### QUALIFICATIONS:

- Earned degrees and/or other credentials that have equipped them for the duties of the role
- Alignment with the vision, mission, core values, and doctrinal statement of Mission Hills Church
- Models strong Christian character, integrity, vibrant relationship with Christ and lives out biblical truth
- Exude dependability, friendliness, mercy, and hospitality
- Use excellent communication skills, both written and verbal
- Demonstrate discretion and confidentiality with sensitive information
- Proficient in Microsoft Excel, Word and Power Point programs

### RESPONSIBILITIES:

- Execute day-to-day operations of the Counseling Center, Hope Groups, Re:generation and Adult Ed programs
- Manage the Arena Database – tags, data maintenance, newcomers, open/closed groups and transitions into and out of Re:generation, as well as Hope Groups
- Craft and communicate internal and external correspondence
- Liaison for individuals seeking information regarding all ministries related to counseling
- Discover, develop, and deploy new facilitators for all Hope Groups, most notably Re:generation
- Collaborate with other MHC departments regarding church-wide events pertaining to counseling
- Maintain all Google docs for tracking counseling cases, referrals, and cases referred that are paid via Watch Care
- Create new counseling files for counselors, and manage closing files from counselors in Google Docs Yearly Case Tracker for data gathering metrics as per MHC goals
- Manage ministry budget and complete monthly credit card reconciliation
- Manage logistical needs of the Counseling Ministry pertaining to scheduling, communication, facilities use, etc.
- Order materials and office supplies for Counseling Center, re-stock printer supplies, snacks and water as needed
- Keep Counseling Center tidy throughout week
- Meet regularly with Counseling Pastor for ongoing development and coaching