

# HIS MANSION MINISTRIES

PO Box 40 Hillsborough, NH 03244-0040

Phone: (603) 464-5555 • Fax: (603) 464-5658 • hismansion.com

## Intake Coordinator

Mission: *Because of His Mansion Ministries, a community of people will seek wholeness and be spiritually transformed for the equipping of the body of Christ.*

### Ministry Position:

The Intake Coordinator job is, first and foremost, a ministry position. He/She is not only responsible for managing the process of Resident intake, but for modeling Christ-like behavior and for leading others in further pursuit of relationship with Jesus Christ through daily life. All employees, including the Intake Coordinator, are expected to be available to pray with and spiritually guide Residents and Servant Leaders; cultivate genuine relationships; and to participate in regular time of community worship and prayer. These are done to fulfill our mission, as stated above. The Intake Coordinator is also expected to sign a statement of agreement with His Mansion Ministries' statement of faith and code of conduct.

### Summary:

The Intake Coordinator guides prospective Residents through the intake process in line with our mission, vision, and values.

### Qualifications:

- Christ-likeness, strong Christian faith, integrity, moral values, and convictions
- Relationally focused and service driven
- Knowledge of and passion for HMM's mission and philosophy of ministry
- If married, his or her spouse should be spiritually mature and willing to participate in the community
- Previous experience in addiction recovery a plus
- Excellent organizational, coordinating, and communication skills
- Experience/knowledge of basic office equipment
- Computer skills including Microsoft Word and Excel
- Evidence of emotional maturity

### Duties & Responsibilities:

- Demonstrate the Lord's love and care to inquirers, applicants, and incoming Residents
- Answer all phone calls and take messages/redirect as necessary

- Manage general/admission incoming inquiries (phone, email, etc.) and respond within 2 business days
- Keep records of Program inquiries
- Receive and process all incoming Resident applications
- In conjunction with Program Administrators, give tours to prospective Residents and their families as needed
- Work with Director of Programs to monitor the application process, including communicating accept/decline decision, holding weekly check-ins, and addressing prospective problems as they arise
- Communicate Program expectations, information, and requirements
- Coordinate and prepare for Intake Day, including travel arrangements
- Welcome sponsors and Residents on Intake Day
- Manage records of former Residents and current and former applicants
- Maintain resource list