

HIS MANSION MINISTRIES

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Men's Program Administrator

Mission: *His Mansion Ministries serves a community of people who seek wholeness and spiritual transformation for the body of Christ and progression of His Kingdom.*

Ministry Position:

The Men's Program Administrator (PA) job at His Mansion Ministries is a ministry position. This role is responsible for modeling Christ-like behavior and for leading others in further pursuit of a relationship with Jesus Christ through daily life. This would include having a servant's heart and willingness to lead and teach by example with integrity. The Men's PA holds to, with a level of depth, the gospel in his home-life as well as his professional life.

As the Men's PA, he will exemplify the mission of His Mansion for the Program department as well as supervise, guide, and discipline the male Residents and Servant Leaders in their emotional and relational development. This role requires an understanding of addiction, trauma, and human behavior. Qualified individuals should have previous experience in addiction recovery operations and a proven ability to lead and mentor a large number of individuals. He must be organized and able to prioritize administrative and relational tasks.

All employees, including the Men's PA, 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 Men's PA is also expected to sign a statement of agreement with His Mansion Ministries' statement of faith and code of conduct.

Summary:

The Men's PA leads and oversees day-to-day life in the Men's Residential program and the Men's Servant Leader program 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 wife should be spiritually mature and willing to participate in the community

- Excited about a team approach to Christ-centered care
- Bachelors or Masters level training in either counseling, psychology, social work, education, or ministry
- 1-2 years' experience in clinical/ministry setting in addiction recovery
- Basic computer skills

Duties & Responsibilities:

- Maintain, manage and monitor the Men's Residential program
- Train, supervise and monitor Servant Leaders
- Guide Residents and Servant Leaders in relational and emotional interpersonal behavior
- Manage and monitor Resident and Servant Leader discipline as needed
- Schedule and direct all Resident and Servant Leader activities
- Coordinate with sponsors, Resident families, and medical providers as needed for Resident support and assistance
- Work closely with Intake Coordinator for Resident candidate review and pre-arrival communication
- Facilitate Resident classes as assigned (i.e. Induction class)
- Collaborate with Counseling and other Program staff regarding Resident care
- Reports to Director of Programs