



JOB DESCRIPTION

Position	Department	Reports to
Forge Counselor-Men	Forge Program	Spiritual Care Director
Employment Status/Schedule	FLSA Status	Salary Level
Full Time; 1 st shift	Exempt	6
Location	JD Number	Last Update
Gateway Center	06-03	1-27-25

Purpose/Mission/Vision

Gateway Mission is a 501 (c) (3) non-profit ecclesiastical ministry operating under the direction of a volunteer Board of Directors elected from a broad cross-section of Christians in the community. Our mission is to declare and demonstrate the love of Jesus by providing housing and programs for the homeless and less fortunate. Our vision is to equip each person we serve to follow Jesus and live as a productive citizen. Gateway Mission considers every position one of ministry and a vital and valued part of our team. Therefore, it is essential that all employees of Gateway Mission have a personal relationship with Jesus Christ and subscribe to our Mission, Vision, Core Values, Statement of Faith, and Qualifications for Employment upon hire and continuously while employed. Employees are encouraged and expected to share the Gospel as opportunities arise.

Position Summary

The Forge Counselor-Men guides students in their spiritual growth and formation by teaching biblical truths, helping them build a strong identity in Christ, and inspiring hope for their future through Christ-centered guidance and support.

Essential Duties & Responsibilities

Counseling and Teaching Responsibilities:

- *Conduct Weekly Counseling Sessions:* Provide individual and group counseling for up to 15 men enrolled in the Forge and Thrive programs at the Gateway Center.
- *Facilitate Core-Class Instruction:* Serve as a core-class teaching team member, teaching 1-2 classes per week on topics such as relationships, identity in Christ, biblical truths, and trauma.
- *Lead Small Groups:* Function as the primary leader for the men's small group class, fostering engagement and discussion on spiritual and personal growth topics.

Spiritual and Personal Development:

- *Monitor Spiritual Growth:* Support the spiritual development of program students, encouraging continued growth and maintaining a lifestyle reflective of program standards.
- *Promote Church Connection:* Assist students in finding and becoming rooted in a local church community during their time in the program.
- *Encourage Mentorship:* Help students establish approved mentor-student matches to promote accountability and personal growth.

Administrative Duties:

- *Maintain Counseling Records:* Document and log counseling case notes for all individual and group sessions accurately and timely.
- *Develop Student Covenants:* Create detailed covenants for students temporarily unable to advance through program tiers, outlining steps for re-engagement and progress.

Collaboration and Team Engagement:

- *Participate in Staff Meetings:* Attend weekly program staff meetings and huddles to ensure alignment and collaboration with team objectives.
- *Engage with Leadership:* Meet bi-weekly with the Spiritual Care Director for supervision, support, and professional growth.

Community and Conflict Resolution:

- *Foster Christ-Honoring Relationships:* Encourage healthy, Christ-centered relationships among students, demonstrating and teaching biblical conflict resolution principles.

Personal Qualifications

- Practicing believer in the Lord Jesus Christ
- Be an active member of a local evangelical church community
- Desire to meet the physical needs and spiritual needs by sharing the good news of the Gospel

Education/Experience

- Minimum bachelor's degree in biblical counseling/certification
- Minimum of 1-3 years ministry or related experience preferred
- Experience/knowledge of helping individuals who struggle with addiction issues and their need for accountability
- Experience/knowledge connecting/teaching Biblical concepts and how to apply to everyday life (Biblical relevancy)
- Experience/knowledge of homelessness culture preferred

- Experience/knowledge of what God is doing through the ministry of Rescue Missions preferred

Skills and Abilities

- Ability to organize and communicate effectively – written, verbal and electronic communication
- Ability to empathize and set appropriate boundaries
- Basic computer skills (Microsoft Office 365, Outlook, data entry)
- Ability to obtain chauffeur’s license to assist with transportation needs required

Physical Activities/Demands & Work Environment

- Stand, sit, walk regularly; lift occasionally to perform job functions
- Manipulate, handle, feel, and control items or equipment
- Read, write, and interpret written documents
- Lift and move objects weighing up to 35 pounds
- No adverse environmental conditions expected

2 Timothy 3:16-17 “All Scripture is breathed out by God and profitable for teaching, for reproof, for correction and for training in righteousness, that the man of God may be competent, equipped for every good work.” (ESV)

Employee Signature _____

Date _____

Disclaimer This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform and other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and are subject to possible modification to reasonable accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. The requirements listed are the minim levels of knowledge, skills, or abilities. This document does not create an employment contract implied or otherwise, other than an 'at will' relationship.

Gateway Mission is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.