



Victory Mission + Ministry

Department: Ministry & Outreach

Title: Women's Restoration Chaplain (WRC)

Supervisors: Director of Restoration (DOR) & Associate Executive Director (AED)

Status: Non-Exempt / Full-Time

Salary: \$16-\$18 per hour

Description:

Serve on the Restoration Chaplain Team (RCT) and provide administrative and chaplaincy leadership to the Restoration Program (RP) for the purpose of helping to guide those in the restorative process to meet their personal and program goals, with a focus on women participating in the Women's Restoration Program (WRP). The WRC must demonstrate a belief that Jesus came to RESTORE what was lost; be willing to use RELATIONSHIPS to invest, understand and empathize with participants engaging life change; willing to walk beside them by sharing and demonstrating how to LOVE the Lord and their neighbors.

Qualifications:

At least 3 years of sobriety from substance abuse, 6 months of ministry experience, and a calling to vocational ministry confirmed by Victory Mission + Ministry (VM) and current church leadership and/or pastoral recommendation.

Responsibilities:

1. Schedule to consist of daytime hours Mon-Fri. The exact daily and hourly schedule within those parameters are flexible and negotiable and subject to change and approval by the DOR.
2. Meet *weekly* with the DOR and other WRC for the purpose of checking in on how she is doing and how her leadership is going, *weekly* with the RCT for the purpose of joining the coaching, collaboration, and celebration of the entire RP at VM, and when requested meet with the AED. The WRC must always be prepared to report progress and challenges in her ministry.
3. Teach a minimum of one but no more than two Restoration Classes per week and lead morning/evening Devotions as assigned by DOR, lead Chaplain Check-in at least two and no more than three days per week, and other meetings assigned by and at the discretion of the DOR.
4. Conduct and/or coordinate all in-person and telephone interviews with women applying to the WRP, and any assigned for men applying to the Men's Restoration Program (MRP). Consult with the DOR for official approval or denial of each applicant following a thorough interview and evaluation process. Maintain organization of all men and women approved to come into the RP from referral agencies, including but not limited to the Mo. Dept. of Corrections.

5. Work in partnership with the other WRC with the women in the WRP through an individual and relational approach weekly by sharing the responsibility with the other WRC of having 'soulwork sitdowns' with each woman in coordination with her 'program partner' and/or 'mentor' for the purpose of keeping them on track with their wholistic restoration progress through processing their Soulwork with them. Leading the women by focusing on healing and addressing cycles needing to be broken.
6. Complete the administrative aspects of benchmark meetings every 6 weeks and phase transition meetings every 12 weeks for the women, and as assigned for the men in the RP. These key meetings for all restoration participants would include other chaplain(s) from the RCT.
7. Assist the DOR and other WRC in identifying and leading any Residential Supervisors (RS) in the WRP daily through 'on-the-job' training and weekly through facilitating a weekly RS meeting.
8. Collaborate and cooperate well with the entire Chaplain Team and Admin Staff of VM for meeting the overall spiritual & physical needs of all of those we serve by demonstrating the Gospel of Jesus Christ through love and action.
9. Oversee the administrative tasks required for the efficient operation of the RP, with assistance from RS's and outside volunteers when available and approved by the DOR.
10. Facilitate all case management for the women, and as assigned for the men in the RP. To include but not be limited to meeting with probation & parole, obtaining necessary documents, providing advocacy letters, clearing up outstanding legal issues, completing educational requirements (e.g. HiSET), etc.
11. Join the other WRC in administering random drug and alcohol testing as well as phone and device checks weekly for the women in the WRP for the purpose of keeping them accountable to sustaining sobriety and the wise and allowed use of their devices.
12. Assist the AED in providing excellence in ministry programs and by fostering an atmosphere in which persons might find acceptance, love, and grace that leads to redemptive restoration.
13. Attend all meetings, celebrations, and graduations as scheduled by VM.
14. All other assignments at the discretion of the DOR and the AED.

Skills:

1. Living out a Faith in Jesus Christ that is dynamic, contagious, encouraging and established in grace and mercy and is in line with the expectations of all employees of VM.
2. Strong in relational and problem-solving skill sets.
3. Ability to minister to people in duress and hopelessness by directing them to a place of stability and hope for the future.
4. Self-starter with the ability to contact, schedule, organize and lead volunteers & partners.

5. Basic Computer Skills, Microsoft Office and Google Drive proficiency are required.