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## Spiritual Life Associate

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**FLSA:** Exempt/Full Time

**Responsible to:** Spiritual Life Leader

**Purpose of Position:** Serves under the leadership of the Spiritual Life Leader, in partnership, as the face and voice of the values embodied in the agency's mission statement, by co-leading the spiritual life programs for children, staff and volunteers, demonstrating the outward example of Christ's love at LCFS with the support and assistance of churches and community.

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### Responsibilities (Included but not limited to):

#### 1. Spiritual Care

- a.) Meets with clients, their families, staff and administration, across all ministry programs of LCFS, to provide spiritual care as requested
- b.) Leads Bible and religious studies for clients and assists staff by providing materials and guidance as needed.
- c.) Helps Spiritual Life Leader conduct spiritual assessments and periodic review assessments of all residents and responds to their spiritual needs discovered
- d.) Carries out functions under the direction of the LCFS Chaplain, Spiritual Life Leader, and the Executive Director
- e.) Serves on Spiritual Advisory Committee

#### 2. SEED Volunteer Coordinator

- a.) assist in the recruitment, registration, communication, organization, and training of SEED volunteers to support the residential program

#### 3. Community Outreach

- a.) Coordinates with Spiritual Life Leader to communicate with pastors from area churches, informing them of relevant information pertaining to LCFS ministries
- b.) Attends selected pastor's meetings and gatherings at churches to present LCFS programs and needs
- c.) Works with Development staff on securing funding for SEED Program with direction from the Executive Director
- d.) Contributes as requested to LCFS publications such as, The Voice, and church e- newsletter, which are sent to area pastors and churches.
- e.) Other duties as may be assigned

#### 4. Campus Life

- a.) Assists Spiritual Life Leader with CHN administrative, management and supervisor teams in daily programming
- b.) Communicates with Clinical Staff by working with residents' therapeutic treatment teams toward successful outcomes
- c.) Attends and participates in multi-disciplinary team meetings, both LCFS & CHN, as needed
- d.) Attends daily CHN safety call meetings as needed
- e.) When invited, attends CHN administrative leadership meetings
- f.) Monitors the scheduling of the Chapel and associated areas and equipment

## **5. SEED (Spiritual Engagement and Educational Development) Program**

- a.) Responsible for the development, coordination, implementation, and reporting of the SEED program in partnership with the Spiritual Life Leader and under the direction of the Executive Director

### **Skills, Experience, and Characteristics:**

- Strong organizational and creative skills
- Must be detail oriented
- Must be able to effectively communicate both verbally and in writing
- Ability to work independently with minimal supervision
- Proven ability to develop and implement systems and initiate systems changes
- Ability to assess, identify needs, create solutions and follow through
- Experience and skills in working with children and teens
- Ability to forge mutually respectful partnerships with the persons and families served to help clients gain skills and confidence
- Focuses on strengths of client/family
- Conviction about the capacity of persons to grow and change
- Ability to work in a team setting, to be a collaborator in the community
- Commitment to knowing, following, and implementing policies and procedures as stated in LCFS employee handbook
- Must be able to recognize and effectively respond to cultural differences of clients
- Commitment to the mission, values, and goals of LCFS

### **Qualifications:**

- Is a professing Christian
- Is an active member of a Christian congregation (*Lutheran preferred*)
- Has the minimum of a bachelor's degree from an accredited academic program and relevant experience in a comparable setting
- Has no criminal record (other than minor traffic offenses) and passes all relevant background checks required by the Indiana Department of Child Services
- Be at least 21 years of age
- Possess valid Indiana driver's license
- Will consent to drug screening and a TB test and provide a record of your COVID vaccination.