



## **Job Posting:            Chaplain**

As a member of the Engagement Services Team, the Chaplain is responsible for the daily staffing of Day Programming, as well as the development and facilitation of weekly rhythms of ecumenical spiritual programming. While the majority of the job is providing direct service to young people experiencing homelessness, a portion of the job is staff-facing, providing spiritual care to Staff. The ideal candidate has a non-judgmental and enthusiastic attitude about engaging with young people across the spectrum of religious and spiritual belief, race, ethnicity, culture, sexual orientation and gender. The position requires flexibility with scheduling work hours in the early morning and late night. The chosen applicant will be asked to sign a Statement of Faith upon hire.

### **Essential Duties and Responsibilities**

#### Direct Service (80%)

##### Development/ Facilitation of Ecumenical Spiritual Programming

- Create content for/ facilitate a weekly ecumenical spiritual service for youth & young adults (YYA)
- Facilitate a weekly therapeutic/ spiritually engaging group
- Facilitate bi-monthly therapeutic/spiritually engaging field trips
- Hold weekly "Chaplaincy Walk-In Hours" for YYA seeking counsel, experiencing grief, or in emotional crises

##### Day Program Staffing

- Staff 2-3 days a week Day Program (Monday-Thursday, 12-9pm)
- Foster a welcoming, engaging and consistent environment for young adults to get their needs met.
- Collaborate with the other members of the Engagement Services Team to ensure that all aspects of programming are covered.
- Effectively connect YYA to referrals (Case Management, Mental Health, Substance Use, Legal, etc...)
- Support with daily sanitation of the program space

##### Program Improvement & Development

- In collaboration with Director of Day Programming (DDP), develop clear programmatic outcomes and mechanisms for evaluating programmatic success
- View your programs through the lens of continuous improvement

##### Cross-departmental Collaboration

- Attend and contribute to all required meetings (i.e. weekly Direct Service meetings, All Staff meetings, monthly Day Programming meetings)
- Facilitate appropriate communication to address cross departmental needs
- Support fund development campaigns and events
- Support the overall goals and mission of the Direct Service department and the organization

##### Administrative Duties

- Ensure timely and accurate data entry in HMIS (database)
- Create and organize critical documents, records, and files

- Create flyers, posters, signs, and other materials to internally and externally promote programs
- Send out timely and accurate daily program notes
- Support with tracking metrics

Staff Support (20%)

- Facilitate weekly Staff Prayer
- Provide pastoral care through facilitating staff celebrations
- Available to staff/ volunteers for counsel following critical incidents (in collaboration with Director of Human Resources)
- Advance Spiritual Formation as a best practice at New Horizons

**Required Qualifications (Knowledge, Skills & Abilities)**

- Experience in providing culturally responsive services and quality care LGBTQ youth, youth of color, and young women
- Strong track record of applying the principles of Trauma Informed Care and Positive Youth Development
- Strong track record of applying Conflict De-escalation
- A history of successful teamwork and willingness to roll one's sleeves up to get the job done
- Proficient with computers and technology including using Microsoft 365 suite (Word, Excel, SharePoint and Outlook)
- A growing personal commitment to community, Jesus and God's work in the world
- Knowledge or experience in designing and implementing youth focused, conversational faith-oriented discussions and experiences

**Preferred Qualifications (Knowledge, Skills & Abilities)**

- Bachelor's degree in Theology, Social Work, Psychology, Sociology or another closely related field or two years of work experience
- Prior experience successfully working with youth experiencing homelessness, or otherwise high-risk youth as a youth counselor or similar capacity

**Wage:** \$22-24 per hour, plus benefits

**Benefits Include:**

- 25 Paid Time Off (PTO) days
- Five (5) paid holidays each year
- Employer-paid medical, dental, vision and life insurance for employee-only plans
- Access to a 403(b) retirement plan with a 2% employer contribution
- Two (2) Employee Assistance Programs to assist with work/life balance, counseling and other services

**To Apply:** Please submit a cover letter and resume to [Careers@nhmin.org](mailto:Careers@nhmin.org)

New Horizons is an equal opportunity employer. Qualified applicants from all cultures and communities are encouraged to apply, especially people of color, members of the LGBTQIA+ community AND PEOPLE WITH LIVED EXPERIENCE.

Visit [www.nhmin.org](http://www.nhmin.org) for more information.