

Pastoral Assistant

A. Job Purpose and Function

1. Provide ongoing spiritual development for Home On The Range residents. Work with the residents to develop and nurture their spiritual growth.
2. Promote a spiritual relationship between God and each resident.
3. Offer/coordinate spiritual experiences (e.g. retreats, Search, youth rallies, etc.).
4. Co-facilitate/facilitate/coordinate weekly chapel services.
5. Co-facilitate/facilitate/coordinate weekly Bible study.
6. Upon request of parents, inform them of their child's involvement in the spiritual program at Home On The Range.
7. Conduct spiritual orientation interview of new residents.
8. Help maintain/foster Catholic identity among employees and residents.
9. Respect the religious background of each resident and make reasonable efforts to provide religious education for each resident.
10. Attend weekly Social Work and Progress Review meetings. Attend monthly Supervisor meetings.
11. Attend family workshops, when requested.
12. Facilitate a Moral Development Group for residents who choose not to attend the church of their choice.
13. Serves as a member of the Continuous Quality Improvement (CQI) Committee.
14. Attend to other duties as assigned by the Quality Services Director or Executive Director.
15. Participate in a minimum of 20 hours of continuing education or in-service training annually.
16. Enforce and comply with policies and rules in Home On The Ranges Residential Living Manual and Policies and Procedures Manual. Enforce and comply with licensing standards, accreditation standards, clients' rights, and all other safety and rules of conduct.

17. Consistently demonstrates core trauma informed principles and practices in his/her interactions with staff and residents. This includes maintaining a position of interpersonal transparency and using a RICH (respect, information, connection, hope) format to address conflicts with co-workers and the youth served at HOTR.

B. Decision Making Powers

Responsible for making decisions on a daily basis for the wellbeing of Home On The Range, its residents and employees.

All activity plans need to be approved by the Quality Services Director.

C. Supervision

Supervision of Youth Minister and employees assigned to assist with activities (i.e. retreats, Search, youth rallies, special programs, etc.).

Supervision of residents participating in activities.

D. Work Conditions

This position entails working in the dormitories, chapel, learning center, recreation room, gym and out-of-doors. Position entails some travel.

Home On The Range accepts children of all races, creeds, and colors, and employs people without regard to their age, gender, national origin, color, race, creed, religion, physical or mental disability, sex, including pregnancy, marital status, status with regard to public assistance. As an employee of Home On The Range you are responsible to be sensitive to the cultural differences of the people you work with and the children and families we serve.

E. Equipment

Must have a valid driver's license.

F. Home On The Range's Mission Statement

Under the guidance of the Catholic Church, provide a safe home for all youth who have experienced physical or emotional trauma, where every act is done with love to help them discover the dignity of the human person and learn the skills to manage life's challenges.

G. Confidentiality

There is a high level of confidential matter with this position. All information regarding residents and employees must be treated confidentially.

H. Accountability

This position is directly accountable to the Quality Services Director.

I. Requirements

1. Must be 21 years of age or older.
2. Must have a valid driver's license.
3. Must have a high degree of interpersonal relationship skills.
4. Must have a degree in Youth Ministry, Liturgy, Pastoral Ministry, or a Child Development Field or equivalent experience.