

Position Title: Spiritual Care Counselor

Adult & Teen Challenge Northeastern Wisconsin

Position Description

Position Title: Spiritual Care Counselor

Purpose: The Spiritual Care Counselor serves as a key member of the program team, providing biblically based counseling and instruction to men seeking recovery from life-controlling issues. This position is responsible for delivering curriculum consistent with the four-phase structure of the Adult & Teen Challenge of Northeastern Wisconsin (ATCNEW) program, including the Group Studies for New Life in Christ (GSNL) series. Responsibilities include preparing and teaching classes, assigning and reviewing homework, and fostering spiritual growth through the application of biblical principles. The role also includes leading weekly chapel services and contributing to the overall goals of the Spiritual Care Department in alignment with ATCNEW's Statement of Faith. Some oversight of clients pertaining to direct care staff activities is also required. This position offers a meaningful opportunity to influence lives while supporting personal and professional growth.

Classification: Full time, Salaried, Non-exempt

Reports to: Program Director

Essential Duties and Responsibilities

Teaching & Curriculum Responsibilities:

- Facilitate Level Classes and/or Group Studies for *New Life in Christ* (GSNL) and other Adult & Teen Challenge of Northeastern Wisconsin (ATCNEW) curriculum; correct related tests and quizzes.
- Assign and manage core curriculum: Personal Transformation Studies, New Testament Journaling, and other homework, maintain accurate logs, documentation and grade books for all assigned clients.
- Report clients' academic progress to the Program Director through emails, progress charting and departmental meetings.
- Update and edit all core curriculum as instructed by Program Director, including generating syllabus guides and transcripts.

Counseling:

Counseling is a major focus of this role and is vital to the healing process with our residents.

- Provide spiritual care counseling geared to the deep roots of trauma and lifelong addiction. Assigned case load up to 20 residents.
- Ensure each client receives at least one counseling session per month (some may require bi-weekly)
- Document all counseling sessions using approved reporting methods
- Equip clients with biblical guidance and practical techniques to address behavioral, emotional, and spiritual challenges.

Program Oversight:

- Oversee the effectiveness and consistency of the GSNL program within the Men's LTP.

Position Title: Spiritual Care Supervisor

- Evaluate client behavior and performance; recommend and document spiritually restorative actions.
- Participate in regular meetings with the Program Director and Spiritual Care Team.
- Carry out duties related to aftercare planning and resource coordination as assigned by leadership
- Provide client-level changes and graduation recommendations when requested
- Track spiritual care data metrics and prepare them for monthly KPI reporting.

Spiritual Leadership:

- Lead morning chapel sessions.
- Foster a Christ-centered environment consistent with ATCNEW's mission and values.
- Provide prayer, spiritual encouragement, and scriptural guidance to clients upon request.
- Assist with client devotionals and Bible memorization as needed.

Relationship Building:

- Building healthy, mentoring relationships with clients while maintaining professional boundaries.
- Model Christlike behavior and encourage spiritual, emotional, and personal development.
- Confront unhealthy or destructive behavior in a firm but compassionate manner.
- Enforce program guidelines using biblical principles as a teaching tool.

Carry out essential Direct Care Staff duties including but not limited to:

- Client Supervision
- Consequence management system
- Administrative tasks and communication in Outlook and Sober Peer database
- Maintain a driving record that is acceptable to Adult & Teen Challenge of Northeastern Wisconsin's insurance carrier.
- Safely transport clients to all program functions, appointments, and outside activities, exhibiting driving skills that inspire trust and confidence from clients when needed.
- Monitor the self-administration of all prescription, non-prescription, and vitamins to clients when needed.
- Other duties as assigned by the Program Director

Minimum Qualifications:

- Excellent individual counseling and documentation skills.
- Documented minimum two years freedom from chemical use problems.
- Ability to relate to people with substance abuse and other life-controlling problems.
- Ability to teach group lectures on applicable treatment topics.
- Ability to keep on task and meet weekly minimum caseload requirements.
- Ability to control counseling sessions and redirect clients to focus on the appropriate issues.
- Licensed Christian minister.
- Firm personal conviction that the Christian Bible is the authoritative and inspired Word of God.
- Ability to model a lifestyle that is in compliance with Adult & Teen Challenge Northeastern Wisconsin's Code of Conduct.
- Ability to successfully complete the background check process.

I have read and understand the position requirements and agree to perform my duties in accordance. I understand that my employment with Adult & Teen Challenge Northeastern Wisconsin is "at-will", and that either Adult & Teen Challenge Northeastern Wisconsin or myself may end my employment at any time.



Adult & Teen Challenge NEW

APPLICATION FOR EMPLOYMENT

Name: _____ Date: _____
(last) (first)

Address: _____
(street address) (city) (state) (zip)

Phone: _____ Alternate Phone: _____

Email Address: _____ Social Security Number: _____

Position Applying For: _____ Date you can start: _____
Referred By: _____ Are you 18 years of age? Yes/No

Do you have a valid driver's license? Yes/No

Please list all driving violations and approximate dates within the past 7 years:

Do you have a legal right to work in the U.S.? Yes/No

Have you applied here before? When? _____

Have you worked for any Adult & Teen Challenges before?

If so, when & where? _____

Have you sought treatment for, or been arrested for any offense involving alcohol or illegal drug use in the past two years? Yes/No

If yes, please explain: _____

ATCNEW strictly prohibits all tobacco use during working hours, and at any time within sight of ATCNEW property.

Are you able to refrain from tobacco use during working hours? Yes/No

Have you been convicted of a criminal offense (not including traffic violation)? Yes/No

If yes, please list all convictions and an explanation. Answering yes will not necessarily exclude you from consideration.

EDUCATION AND FORMAL TRAINING

Do you have a high school diploma? Yes/No

If no, do you have a GED certificate? Yes/No

Special License and Certificates

EMPLOYMENT HISTORY

Please list below your last work experience, paid or unpaid. Describe your job separately, emphasizing your specific tasks and supervisor, technical or other responsibilities performed. Give special attention to work experience relating to the position for which you are applying. Explain significant breaks in work experience.

Name of Employer: _____

Address: _____

Name of Supervisor: _____ Telephone: _____

Position Held: _____ Dates of Employment: _____

Starting Salary: _____ Ending Salary: _____ Full-time/ Part-time

Duties (be specific): _____

Reason for leaving: _____

May we contact this employer at this time? Yes/No If no, explain: _____

Briefly explain why you desire employment with ATCNEW. Use additional paper if necessary:

APPLICANT'S STATEMENT

By my signature below, I certify that all answers and statements on this application are true and complete to the best of my knowledge. I understand that should an investigation disclose untruthful or misleading information, my application may be rejected, my name removed from consideration or my employment with Adult & Teen Challenge NEW terminated.

I understand that ATCNEW is a faith-based organization founded on Christian principles and if my application for employment is accepted, I will be working in an environment that is Christian in nature. Although my religious beliefs and practices may differ from those of ATCNEW, I agree that I will respect the religious views of ATCNEW and its leadership and will abide by the bylaws, policies, and procedures of ATCNEW. Moreover, I will refrain from promoting any beliefs or publicly demonstrating any behavior that contradicts the teaching, philosophy, or beliefs of the ATCNEW program during working hours, or while on ATNEW property.

I agree that I will settle any and all previous unasserted claims, disputes or controversies arising out of or relating to my application or candidacy for employment, employment and/or cessation of employment with ATCNEW, exclusively by binding arbitration in accordance with the Rules for the Resolution of Employment Disputes issues by the American Arbitration Association (AAA) in effect on the date that a request for arbitration is made by either ATCNEW or me. By way of example only, such claims include claims under federal, state, and local statutory or common law, such as Age Discrimination in Employment Act, Title VII of the Civil Rights Act of 1964, as amended, including the amendments of the Civil Rights Act of 1991, the Americans with Disabilities Act, the law of contract and the law of tort. All administrative costs of arbitration shall be borne equally by the parties.

I understand that this employment application and any other company documents are not contracts of employment. I understand that my employment with ATCNEW is "at will", and that with Adult & Teen Challenge NEW or myself may end my employment at any time.

Print Name: _____

Signature: _____ **Date:** _____

Authorization to Release Information

I understand that in processing my application with Adult & Teen Challenge NEW, an investigation may be made in which information is obtained through personal interviews, written requests, and a review of information held by employers, acquaintances, and law enforcement or other government agencies. I authorize you to verify my past employment and related data provided on this application or through the interview process. I further understand and waive my right of privacy in this investigation and release and hold harmless Adult & Teen Challenge NEW and its agents from any liability.

I understand that several consumer reports may be requested and may include information as to my character, work habits, credit, academic credential verification, job performance, experience, and reasons for termination. Further, I understand that you may be requesting information concerning my workers' compensation claims (post job offer), motor vehicle operations history and criminal history from various private and public sources along with other public records that are available.

I HEREBY AUTHORIZE AND RELEASE FROM ALL LIABILITY, WITHOUT RESERVATION, Adult & Teen Challenge Northeastern Wisconsin, PREMIER EMPLOYMENT SCREENING SERVICES, OR OTHER AGENTS OF Adult & Teen Challenge NEW, AND ANY LAW ENFORCEMENT AGENCY, ADMINISTRATOR, STATE/FEDERAL AGENCY, INSTITUTION, INFORMATION SERVICE BUREAU, EMPLOYER, EMPLOYEE, INSURANCE COMPANY OR PERSONS GATHERING OR FURNISHING THE ABOVE INFORMATION.

According to the Fair Credit Reporting Act, I am entitled to know if employment will be and is ultimately denied because of information obtained by my prospective employer from a consumer reporting agency. If so, I will be so advised by this employer and be given the name of the agency or source of information.

Print Name _____
Last First Middle

Maiden/Previous Name(s) _____

Date of Birth ____/____/____ Social Security Number _____
(For identification purposes only)

Address _____

City _____ State _____ Zip _____ County _____

If the above address does not encompass 5 years, list the cities and states you have lived in for the past 5 years.

Driver's License Number _____ State Issued _____

I understand that a facsimile (fax) or photographic copy of this release will be as valid as the original.

Applicant's Signature _____ Today's Date _____

Please check below if you want to receive a copy of any consumer reports that are utilized by Adult & Teen Challenge NEW.

_____ Yes, I wish to receive a copy of my consumer report.

ATCNEW SURVEY

Thank you for your interest in Adult & Teen Challenge NEW.

In order for us to get to know you better, please answer the following questions.

Thank you!

How did you hear about our job opportunity? _____

How familiar are you with Adult & Teen Challenge? _____

Are you attending a local church? Yes/No

Have you read our statement of faith, located on the careers page? Yes/No

Please share your current base salary expectations _____

What skills, knowledge and experience from prior positions and education have prepared you for this role?

