



**TEXAS BAPTISTS**  
BAPTIST GENERAL CONVENTION OF TEXAS

**OPEN POSITION POSTING**

**Opening Date: 10/07/2021**

**Closing Date: Until Filled**

**Position Title: Ministry Assistant, CMH/Counseling**

**Department/Division: Center for Ministerial Health**

**Job Type: Regular Full-Time, Non-Exempt**

**Location: 7557 Rambler Rd, Ste. 1200, Dallas, TX 75231**

**BASIC FUNCTION:** Support the ministries of the Center for Ministerial Health, to include but not limited to providing support for the Director of Counseling and assist Lead Ministry Assistant with workflow.

**Position description/objective:** *NOTE: Some descriptions may have more specific duties and/or goals and objectives attached to this form. Such attachments normally reflect unique aspects of specific locations, shifts, departments, etc.*

- \*1. Maintain compliance with federal and state laws governing health care information and Protected Health Information (PHI) regarding ministry clientele to include, but not limited to, HIPAA, HB300, and HITECH.
- \*2. Manage highly confidential information for Counseling Services procedures and processes including counseling and substance abuse issues, resources, and clients.
- \*3. Develop, monitor, maintain and use the Counseling database and contact management systems effectively. This will include updating database records, maintaining network counselor files, performing background checks, and dialoguing and corresponding with current and prospective counselors.
- \*4. Provide general clerical assistance for the Center for Ministerial Health. These duties include but are not limited to assisting the Director of Counseling and other members of the Center for Ministerial Health as directed by accurate maintenance of record retention systems, filing, and responding to ministry needs from internal and external constituents.
- \*5. Provide effective telecommunications support, e.g., answering phones, taking messages, and routing messages and requests in a timely and accurate manner. Maintain high standards of confidentiality and privacy when assisting clients or counselors contacting Counseling Services.
- \*6. Assist the Director of Counseling in maintaining accurate financial records and monitoring financial status of ministries. Monitor compliance with budgetary guidelines and notify Director of Counseling of any budget deficit.
- \*7. Make travel arrangements as needed, including airline, hotel, and rental car reservations. Notify supervisor and staff of arrangements and provide required travel documentation in a timely manner.

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- \*8. Maintain extensive knowledge of all programs/ministries of the Center for Ministerial Health and be able to respond to requests for information in a timely and accurate manner.
  - \*9. Support website and other digital communications efforts as directed by Director of Counseling, including but not limited to proofreading and submission of texts for posting. Work with Director of Counseling to generate monthly and quarterly electronic communication pieces for counselors and contacts.
  - \*10. Prepare and proofread letters, memos, spreadsheets, and other correspondence in a timely and accurate manner. Support, help, develop, and proofread publications and communications.
  - \*11. Process mail and other correspondence in a timely and accurate manner. Process invoices, reimbursement vouchers, credit card statements, and travel expenses as required in a timely and accurate manner; maintain efficient record retention system for these documents.
  - \*12. Work with co-workers effectively to meet timely objectives established for the successful completion of projects.
  - \*13. Maintain compliance with the Baptist General Convention of Texas policies and procedures. Maintain compliance with all state and federal laws and regulatory requirements.
  - \*14. Attend meetings and participate in training as required. To include preparing exhibits and maintaining proper inventory of materials.
  - \*15. Support Counseling and Center for Ministerial Health events including planning, event registration, certificates, participant reports, and other required tasks.
  - \*16. Perform other duties as required.
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*All tasks are considered to be a primary function of the job.*

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**Required skills and experience:** *NOTE: These requirements represent minimum levels in order to perform the job on a satisfactory basis. Candidates must have the ability to satisfactorily perform the essential functions of the job.*

1. In-depth understanding of a comprehensive field of knowledge, generally acquired through an earned Associate's degree in related field or equivalent minimum of 2 years proven experience in related field.
2. Active membership in a church supportive of the BGCT during employment.
3. Commitment to Christian principles and teachings both professionally and personally, with an understanding and commitment to Baptist distinctives.
4. Proficient ability to exhibit detail-oriented skills necessary to understand and manage a wide-range of information from numerous entities.
5. Proficient ability to speak, read, and write the English language.
6. Proficient use of financial spreadsheets and ability to evaluate financial reports.
7. Proficient client management skills, including professional demeanor and responsiveness to constituents' needs in a multi-cultural context.
8. Self-starting abilities, including but not limited to, the ability to recognize and perform necessary assigned tasks without immediate supervision.
9. Ability to maintain confidentiality.
10. The ability and willingness to work with others in a team atmosphere.
11. Work entails visual inspection involving small details. Although important, depth perception and field of vision (peripheral) are not as critical as the ability to distinguish small details and markings very near to the observer.
12. Ability to speak clearly and make self understood in face to face interactions and to articulate with accuracy on the telephone; ability to hear and receive verbal instructions, answer phones, and proficiently communicate in situations with some background noise. The ability to transcribe dictation is also preferred.

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13. Ability to concentrate on fine detail with some interruption; ability to focus attention on tasks for 45-60 minutes at a time on a continuous basis.
14. Ability to understand and relate to the theories behind several related concepts; ability to remember verbal and written tasks/assignments from a few hours to long periods of time.
15. Ability to establish and maintain effective working relationships with staff, vendors, churches, committees, organizations, etc.
16. Adaptability, flexibility, excellent organizational skills, and the ability to multi-task.
17. Professionalism in the workplace to include professional and accurate communication with others.
18. Proficient working knowledge and ability to use various office software including Microsoft Word, Microsoft Publisher, Microsoft Access, Microsoft Excel, Google eMail, Microsoft PowerPoint, other software programs and internet skills with demonstrable ability to output business letters, envelope labels, spreadsheets, database queries, database reports, PowerPoint presentations, email contact lists, basic newsletters, and internet research.
19. Ability to use up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or 10 pounds continuously to move objects.
20. Ability to grasp, push, pull, carry or otherwise manipulate objects; ability to perform tasks requiring action of muscles or groups of muscles and foot and/or hand-eye coordination, including but not limited to:
  - a. Ability to bend, stand, and reach to set up displays at events.
  - b. Ability to occasionally pick up and carry boxes.
21. Ability to walk, stand and sit, sometimes for prolonged periods of time.

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The purpose of BGCT job descriptions is to describe the basic function, major responsibilities/tasks and essential functions of each job so that employees can be aware and understand what is expected of them. The descriptions also provide information useful for recruiting, training and performance appraisal. This document does not create an employment contract, nor does it modify the at-will employment status of all employees.

A job description is not meant to inhibit employee creativity or innovation. The description will be revised as job responsibilities change materially.

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**CONTACT:**            **Human Resources**  
                             **Phone 214-828-5168**  
                             **Fax 214-853-4257**  
                             **Email [hr@texasbaptists.org](mailto:hr@texasbaptists.org)**

**Texas Baptists is an Equal Opportunity Employer.**

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