**Community Care Manager Job Description**

Reports to: Operations Director

Position summary

The Community Care Manager is responsible for managing the relationships between The Lighthouse and the community in accordance with the standards set out by the Advisory Board. The Community Care Manager may participate in strategic planning, outreach, and problem solving. He or she works within the guidelines, policies and mission of The Lighthouse and will be accountable and responsible for specific projects as assigned.

Duties and responsibilities

* Responsible for the oversight of our Community Connection weekly event
* Build relationships with the community through tours and education
* Represent The Lighthouse at conferences and other events in the community
* Be available to care for anyone walking in from the community
* Assist with annual events, fundraisers, and donations as needed
* Update case management database as needed
* Provide biblically based direction and care as needed
* Other duties as assigned

Qualifications

* Minimum of 2-year degree in biblical studies or related field, e.g. human services, counseling, health or education (desired but not required)
* Complete track one of biblical counseling training (required)
* Biblical counseling certification (desired)
* Minimum of 2 years sober and lives a sober lifestyle (all substances)
* Strong problem solving and group leadership skills
* Strong organizational and time management skills
* Ability to interact with people of all ages and cultural backgrounds
* Ability to work independently and as part of a team
* Sound computer skills
* Effective oral and written communication skills
* Ability to work flexible hours, shifts, and weekends as needed
* Access to a vehicle and valid driver’s license
* Agrees with and lives out The Lighthouse Statement of Faith
* Ability to be assertive

For more information, please submit resume to [biblicalliferecoverycenter@gmail.com](mailto:biblicalliferecoverycenter@gmail.com) or contact Dr. Brandon Bower at 260-255-6413.

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