



## Union Gospel Mission Position Description

**POSITION TITLE:** Counseling Administrative Assistant

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**REPORTS TO:** Counseling Director

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**LOCATIONS:** 3400 SW 103rd Ave. Beaverton, OR 97005  
3 NW 3rd Ave., Portland, OR 97209  
11611 SW Pacific Hwy, Tigard, OR 97223

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**STATUS:** Contracted, 40 hours per week

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**WAGE:** \$19 per hour

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### OVERALL POSITION DESCRIPTION:

- Oversee and support the administrative needs of the Union Gospel Mission (UGM) Counseling Department.
- Work with UGM staff to help create a safe, healing environment for the residents in a Christian residential ministry.

### RESPONSIBILITIES AND ESSENTIAL FUNCTIONS:

- Assist the UGM Counseling Department in ethical operation (in accordance with American Counseling Association Code of Ethics and the Oregon Board of Licensed Professional Counselors and Therapists).
- Carry out administrative duties at various locations: filing, copies, supply ordering, etc.
- Plan, coordinate, communicate, and prepare department-led events.
- Schedule, coordinate, and communicate client intake paperwork and appointments.
- Coordinate volunteer interviews, orientations, and trainings.
- Manage department records: up-to-date licenses, registration, professional liability, internship agreements, etc.
- Communicate and manage department calendar and announcements.
- Direct the activities of the counseling administrative volunteers.
- Collate weekly and monthly metrics for department reporting.
- Report resident attendance to appropriate UGM staff.
- Manage client health records and clinical documentation within legal and ethical standards.
- Attend various UGM functions, meetings and training sessions, as required.
- Assist with any other job-related duties as assigned by Counseling Director.

### JOB REQUIREMENTS

- Agreement with the purposes of UGM and the grace-based team approach to ministry.
- Compassion and dedicated heart for people in underserved communities in Oregon.

- Knowledge of and adherence to federal, state, and county laws and ethics that apply to licensed clinical mental health professionals and clinical supervisors, including but not limited to HIPAA (health privacy) standards, Oregon laws, Oregon Mandated Reporting laws, and American Counseling Association Code of Ethics.
- Ability to work professionally in cooperation and collaboration with UGM staff and volunteers.
- Excellent oral and written communication skills, attention to detail.
- Proficiency in Microsoft Office.
- Social-emotional agility and willingness to learn.
- No active addictions to alcohol and/or substances. (Minimum of 3 years)

### **EXPERIENCE**

- Medical/healthcare/mental health administrative experience, and experience working with Protected Health Information (PHI) is preferred.
- Minimum two (2) years administrative experience.

### **ADDITIONAL INFORMATION:**

- A criminal history and background check are required and must be successfully completed
- Ability to effectively handle multiple tasks as assigned
- Ability to walk up and down steps

### **QUALIFICATIONS:**

**Character:** Strong commitment to the vision and values of Union Gospel Mission, have a passion for the gospel, and a desire to serve the homeless, broken, and addicted. Must be a follower of Jesus Christ and actively involved in a local Christian church. Must adhere to UGM's statement of faith and standards of conduct.

As a faith-based non-profit, UGM seeks individuals who align with our understanding of biblical and moral teaching as expressed in the UGM Statement of Faith:

We believe:

- The Bible is the Word of God
- There is one God, eternally existing as Father, Son, and Holy Spirit
- Jesus Christ was born of a virgin, lived a sinless life, died on the cross, rose from the dead, and will come again in power and glory
- People are saved by grace through faith in Jesus, and that faith is expressed by confession and repentance
- The Holy Spirit empowers believers to know and worship God

Please send resume and cover letter to Reiko Cordeiro at [reikoc@ugmportland.org](mailto:reikoc@ugmportland.org).

Union Gospel Mission  
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