

PILGRIM REST BAPTIST CHURCH

- Title:** Human Services Manager
- Reports To:** Administrator
- Direct Reports:** None
- Job Description:** The Human Services Manager (HSM) will serve as the advisor for families and individuals requiring any form of benevolence or other assistance. The HSM manages and coordinates programs and services for families and individuals. The HSM is responsible for planning, implementation, distribution and oversight of all benevolence gifts and services provided to Pilgrim Rest members as well as families and individuals from the community at large. The HSM will seek grant funding, collaborate with other service providers including those within local, state and federal agencies, and develop creative partnerships to meet the various needs of community members.
- Education:** A bachelor's degree from an accredited college or university in social work, sociology or a related field is required. A master's degree in social work or closely related human services field is preferred, but not required.
- Experience:** A minimum of five years of professional experience working in the area of services to families and individuals, including children and youth, is required. The possession of a Master's degree in social work or closely related human services field may be substituted for 2 years of the professional work experience.
- Skills and Abilities:** The HSM must have extensive knowledge of federal and state laws, policies and regulations pertaining to the distribution of funds. The HSM must have knowledge of budgeting, grant writing, and social service systems and programs. The HSM must follow strict privacy and confidentiality standards and exercise sound judgment in developing, applying and interpreting program policies and procedures. The HSM must have the ability to communicate effectively both orally and in writing, and have the ability to plan, develop and implement innovative programs in conjunction with various community groups, organizations and social service agencies. The HSM must possess superior computer skills, particularly the ability to use Excel, Word, PowerPoint, and other related software programs. The HSM must have more than a working knowledge of various social media platforms to use them as an effective communication and implementation tool.

The HSM must demonstrate a stable, mature, and growing Christian spirit with an exemplary personal, marital and/or family life. The HSM must

agree and be on one accord with the doctrinal position and vision of Pilgrim Rest Baptist Church.