

**Summary**

The Spiritual/Pastoral Counselor is a mission critical, administrative and program support position responsible for delivering counseling services to all Fairhill Partners affiliates and participants in order to ensure the operational efficiency of Fairhill Partners.

**Responsibilities**

- Provides non-denominational spiritual and pastoral counseling for all members of Fairhill Partners Collaborative Campus
- Makes presentations to members of the Collaborative Campus of Fairhill Partners or community gatherings regarding issues of spirituality and aging;
- Leads or co-leads activities including monthly prayer meetings, support groups and new programs and services of the Fairhill Partners;
- Demonstrates the ability to work effectively in a multi-tasking, highly personalized environment;
- Exercises professional judgment and maintains a high level of confidentiality;
- May supervise other program/administrative staff as needed;
- May oversee a volunteer service unit and supervise volunteers;
- Demonstrates accountability for achievement of specific tasks and objectives related to the Fairhill Strategic Plan;
- Performs other duties as assigned.

**Qualifications**

- Minimum five (5) years successful experience in terms of non-denominational spiritual and pastoral counseling;
- Experience working with all levels of management as well as front line staff; experience working with intergenerational populations and/or older adults preferred;
- Proficient in the use of position-related software and tools, as well as MS Office 2000 products;
- Professional appearance, attire and demeanor.