Job Description

Job Title: Volunteer Advisor

Department: Human Services/Non-profit

Reports To: Director

Location: Remote/Hybrid (Temporarily)

Prepared By: Human Resources

Company Overview:

Divine Services & Foundations, Inc. (DSF, Inc.) is a faith-based non-profit organization designed to provide services and programs to local communities (Maryland and Washington, D.C.) Surrounding domestic violence, mental health, mental awareness, conflict resolution and enrichment programs. Divine Services & Foundations, Inc., was founded in Fort Washington, Maryland in 2022. DSF, Inc. is embarking on an ambitious plan to raise significant endowment, capital, and program funds to build the organizations immediate impact and strengthen its long-term sustainability.

DSF, Inc. is driven to provide prestigious services by the following core values:

- Spiritual Development
- Integrity
- Hospitality
- The Love of People

- Healing & Positive Transformation
- Serving others
- Unity
- Enriching Lives

For more information about Divine Services & Foundations, Inc., please visit our website at: www.dsfinc.org (This website is currently under construction)

Summary:

The Volunteer Advisor is a professional who helps clients identify solutions to problems and achieve goals. They may provide or assist to locate services and programs in mental health, careers, marriages, families, behavior and many other areas. The purpose of an advisor is to aid people in achieving a better quality of life by guiding clients to solutions to various problems.

Essential Duties and Responsibilities:

- Work with individual patients, groups of patients and the community to improve wellbeing.
- Discuss short- and long-term goals and how to achieve them.
- Help patients and clients identify issues and help develop actionable solutions.
- Meet with clients regularly to discuss updates, progress and setbacks.
- Encourage clients to form and maintain positive and healthy habits.
- Refer clients to psychologists or psychiatrists as needed.

Requirements:

- A minimum of 3 years advisory experience
- Attention to detail
- Excellent written communication skills
- Computer research skills
- Research, planning and management skills
- Data analysis and collection skills
- Organizational skills
- Care planning
- Customer Service
- Interpersonal skill