

Waterfront Rescue Mission

Job Description

Job Title: Program Support Staff
Department: Ministry Program
Reports To: Program Manager
Position Type: Full - Time [] Part - Time []

Summary:

Under the supervision of the Program Manager or an Assignee (Chaplain), this position takes care of the day to day operations so that the ministry staff can focus on teaching, counseling, preaching, etc. Performs all reasonably related duties as assigned. This position may be served by a senior client serving as a part-time Weekend or overnight monitor, up to a full time Support Staff position.

Duties:

- Coordinates appointments for clients and transportation to and from the scheduled appointments.
- Inventories food & supplies; makes orders to vendors when needed.
- Assists &/or Creates & manages weekly cooking; cleaning, laundry, housekeeping schedule and function.
- Assists Chaplains by observing & reporting client needs, problems, etc.
- Facilitates organization and distribution clothing closet, facility supplies, & inventories.
- Assists directors, staff and clients as needed.
- With this position, some teaching, gathering of confidential client information, and client supervision.
- Some travel may be necessary for training & temporary duty.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Christian Commitment: Must exemplify and model Christian behaviors and values and possess high levels of ethics, honesty and character.

Education/Experience: From a senior resident client in our system as a Resident Assistant to a High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience for a Weekend Monitor or Support Staff.

Must have a valid driver's license and be insurable by the WRM's insurance carrier.

Knowledge, Skills and Abilities:

- Ability to read and comprehend simple instructions, short correspondence, and memos.
- Ability to write simple correspondence.
- Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Must have some knowledge of Microsoft Office Suite.
- Must have regular attendance on the job.
- Must support the goals of the Mission.
- Must have the ability to form effective working relationships with clients, supervisors, staff, and the public.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to use hands to manipulate; talk and listen. The employee is frequently required to stand; walk; sit and use hands to finger, handle, or feel. The employee is occasionally required to reach with hands and arms; stoop, kneel, crouch, or crawl and taste or smell. Specific vision abilities required by this job include close vision and distance vision.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to wet and/or humid conditions; extreme cold and extreme heat. The employee is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderate.

I have reviewed this job description and do not have any reservations about my ability to perform all duties of the position.

Name

Date