

Midland's Open Door

Job Description

As an extension of the Church, Midland's Open Door exists to lead the homeless, hungry, and hurting to transformed lives in Christ through the practice of biblical hospitality, the proclamation of the Gospel, and engagement in biblically based programs and services of excellence.

Position Title	Shelter Coordinator
Supervisor	Executive Director
Effective Date	05/29/2017
Status	Full-time Exempt Employee

Summary

To assist in fulfilling the purpose and mission of Midland's Open Door (MOD) by managing the crisis shelter programs and operations.

Essential Functions

1. Oversee shelter operations, ensuring high quality services for, and safety of, all shelter guests from intake to exit.
2. Supervise all shelter shift supervisors, resident advisors and program volunteers.
3. Support shelter staff by maintaining on-call hours.
4. Provide case management services for shelter guests including crisis counseling, safety planning, advocacy, and referrals to other community resources and agencies.
5. Maintain high standard of confidentiality while providing accurate and timely documentation of all case files.
6. In coordination with the senior leadership team, coordinate and develop life skills classes and programming for shelter and soup kitchen guests.
7. Maintain shelter guidelines and daily activities and arbitrate disputes and disagreements among shelter guests as needed.
8. Administer urinalysis and breathalyzer screens as needed.
9. Network with area churches, the Department of Health and Human Services, Midland Public Schools, Midland Area Homes and other community agencies and ministries.
10. Ensure accurate statistical data is gathered and reported in a timely manner.
11. Maintain cleanliness and order of the shelter, ensuring the safety and well-being of all guests.
12. Serving on the senior leadership team, advise the team in matters relating to the shelter ministry, implement the strategic plan related to program operations and outcomes, and assist in the development and implementation of ministry policies and procedures.
13. Attend staff meetings and contribute to the efficiency and effectiveness of the ministry.
14. Additional duties as assigned by the Executive Director.

Qualifications

- Must provide a clear biblical testimony of a personal experience of receiving, by faith, the Lord Jesus Christ as Savior and give evidence of His presence in daily living (Romans 6:13; Ephesians 4:20-32; Philippians 1:9-11, 3:7-11).
- Actively seek the unity of believers.
- Christian maturity and a member in good standing of a Christ-centered church.
- Possess a desire to serve in meeting the physical, spiritual, emotional and relational needs of the homeless, hungry and hurting; pointing them to Jesus Christ as Savior and Lord and teaching and modeling biblical stewardship and godly, interdependent living.

Education and experience

Bachelor's degree in human service field is preferred; management experience is required.

Skills and abilities

- Ability to administer the ministry's programs and to institute and interpret the program policies and procedures.
- Must be an effective leader with the ability to establish and maintain effective working relationships with peers, volunteers, shelter and soup kitchen guests, and the public.
- Ability to present ideas clearly and concisely, orally and in writing.
- Knowledge of the dynamics of homelessness, substance abuse and poverty.
- Strong interpersonal skills and a demonstrated ability to relate to people from diverse backgrounds.
- High personal integrity.
- Effective problem-solving and conflict resolution skills.
- Basic skills in the operation of office tools: word processing, spreadsheets, e-mail, and calendaring.

Physical

- Sitting or standing for long periods of time to perform job functions
- Manipulate, handle, feel and control items or equipment
- Ability to climb stairs
- Ability to read, write and interpret written documents
- Occasionally lift and move objects weighting up to 35 pounds

Employee Signature

Date