

# 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.*

<b>Position Title</b>	<b>Community Life Advisor</b>
<b>Supervisor</b>	<b>Shelter Coordinator</b>
<b>Effective Date</b>	<b>01/08/2019</b>
<b>Status</b>	

## Summary

To assist in fulfilling the purpose and mission of Midland's Open Door (MOD) via direct responsibility for the implementation and supervision of all crisis shelter programs and operations.

## Essential Functions

- Administers all aspects of supervising shelter guests such as conducting shelter intakes, assigning beds, monitoring behavior, facilitating guest medication management, administering drug screens, completing incident reports, ensuring timely documentation, and supervising work program assignments.
- Ministers spiritually to the shelter guests, encouraging Christ-likeness and modeling godly attitudes and behaviors.
- Supervises meal times, chapel services, MOD program classes and other MOD sponsored activities.
- Responsible for facility security and shelter guest safety.
- Establishes and maintains working relationships with other service providers in the greater Mid-Michigan area as assigned.
- Responsible for maintaining the cleanliness of the shelter via supervising guests and/or doing the work.
- Maintains guest records, ministry records and log books.
- Washes house laundry as needed.
- Ensures proper implementation and use of MOD policies and operating procedures.
- Participates in staff meetings.
- Works to protect the reputation of the ministry at all times.
- Attends MOD sponsored meetings and events as designated by supervisor.
- Assists other departmental ministry work as required. Maintains open and effective communication with peers and all ministry staff.
- Welcomes, supervises and nurtures the investment of volunteers at MOD, particularly those working in the department related to this position.
- Perform additional duties as assigned.

## **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 1:7-11, 3:7-10).
- 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**

Must be a growing disciple of Christ and participate in biblical discipleship in addition to Sunday worship. Prior experience in rescue ministry or direct service work is preferred.

## **Skills and abilities**

- Ability to administer the ministry's programs, to institute and interpret the program policies and procedures.
- Ability to establish and maintain effective working relations with peers, volunteers, shelter and soup kitchen guests, and the public.
- Ability to present ideas clearly and concisely orally and in writing.
- Ability to relate to people from diverse backgrounds.
- High personal integrity.
- Effective problem-solving and conflict resolution skills.

## **Physical**

- Sitting or standing for long periods of time to perform job functions.
- Manipulate, handle, feel and control items or equipment.
- Communicate effectively with shelter and soup kitchen guests, coworkers and volunteers.
- Ability to read, write and interpret written documents.
- Occasionally lift and move objects weighing up to 35 pounds.

*Employee Signature:* \_\_\_\_\_

*Date:* \_\_\_\_\_