

Midland's Open Door Job Description

The life-transforming power of the gospel of Christ calls us to walk with the homeless, hungry and hurting; modeling God's love through biblical hospitality and supportive services.

Position Title	Community Life Advisor
Supervisor	Shelter Coordinator
Effective Date	01/08/2019
Status	Non-exempt

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 guests and daily 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, bible studies, 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 files, call logs and shift log.
- 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 by supervisor.

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: _____