

*MISSION STATEMENT: Holland Rescue Mission exists to glorify God by proclaiming and demonstrating His love through Christ-centered programs of excellence for the homeless and less fortunate.*

## **HOLLAND RESCUE MISSION**

### **Job Description**

**POSITION:** Emergency Shelter Programs Community Life Supervisor -  
Family Hope Ministry Center (FHMC)

**DEPARTMENT:** Ministry

**RESPONSIBLE TO:** FHMC Campus Manager

**LEVEL:** 5

**SUMMARY:** To assist in fulfilling the purpose/mission of HRM by directly being responsible for the implementation of all Emergency Shelter Programs and operations.

#### **RESPONSIBILITIES:**

1. Administer all aspects of supervising clients such as conducting in-take, assigning beds, monitoring behavior, supervising work station assignments, tracking medications, drug testing, etc.
2. Minister spiritually to clients to encourage Christ-likeness in their attitudes and behaviors. Completes incident reports when necessary for inappropriate behavior.
3. Supervise chapel service and eating areas.
4. Monitor building security and client safety.
5. Establish and maintain working relationships with other service providers in the greater Holland area. Represents HRM at cross-agency meetings.
6. Monitor and maintain the cleanliness of the shelter by supervising clients and/or doing the work.
7. Maintain client records, departmental records and log books.
8. Wash house laundry as needed.
9. Ensure the proper implementation and use of Holland Rescue Mission policies and operating procedures.
10. Participate in staff meetings.
11. Work to protect the reputation of the ministry in all events.
12. Attends conferences, seminars and training events as required.
13. Assists with other departmental mission work as required. Maintains open and effective communication with peers and all mission staff.
14. Welcome, supervise and nurture the investment of volunteers at the Holland Rescue Mission, particularly those working in department(s) relating to this position.
15. Attend HRM sponsored meetings and events, including religious activities, as designated by supervisor.
16. Fulfill all aspects of position job description according to the biblical principles and philosophy of ministry as defined by the Holland Rescue Mission Statement of

- Faith, Principles of Influence/Qualifications for Employment, Vision Statement, Mission Statement and Core Values.
17. Perform other duties as assigned.

## **QUALIFICATIONS:**

### **Personal:**

- 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, Eph. 4:20-32, Phil 1:7-11, 3:7-10).
- Actively seek the unity of believers.
- Be a mature Christian and a member in good standing of an evangelical church.
- Possess a desire to serve in meeting the physical needs of our residents and point them to Jesus Christ as Savior and Lord.

### **Education and Experience:**

- Must be a growing disciple of Christ and participates in biblical discipleship in addition to Sunday worship.
- Prior experience in rescue mission work is helpful.

### **Skills and Abilities:**

- Ability to administer the department's programs, to institute and interpret program policies and procedures.
- Ability to establish and maintain effective working relationships with peers, volunteers, clientele, and the public.
- Ability to present ideas clearly and concisely orally and in writing.
- Experience in rescue mission work and a thorough knowledge of what God is doing through the ministry of rescue missions.

### **Physical:**

- Sitting or standing for long periods of time to perform job functions
- Manipulate, handle, feel, and control items or equipment
- Communicate effectively with clients, co-workers and volunteers
- Be able to read, write and interpret written documents
- Occasionally lift and move objects weighing up to 35 pounds

**2 Timothy 3:16-17** – *“All Scripture is breathed out by God and profitable for teaching, for reproof, for correction and for training in righteousness, that the man of God may be competent, equipped for every good work. (ESV)*

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_