

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: Program Coach

DEPARTMENT: Gateway Vocational Program

RESPONSIBLE TO: Program Director

LEVEL: 5

SUMMARY: This person will assist in fulfilling the mission/purpose of HRM by providing encouragement, guidance, and accountability to students in the Gateway Vocational Program.

RESPONSIBILITIES:

1. Provide weekly individualized Biblical counseling and case management.
2. Communicate God's Word through workplace evangelism, working side by side with students, demonstrating God's Word in action in all phases of a work environment.
3. Monitor the spiritual development of all students to encourage continued growth and ensure students are maintaining a lifestyle that reflects a Gateway Vocational Program student.
4. Participate in teaching Gateway Vocational Program classes as needed.
5. Review students' daily homework with them to check for understanding and real life application.
6. Assist students with choosing an evangelical church, ensuring they are actively participating in that church.
7. Hold students accountable for establishing and maintaining an approved mentor relationship with someone from their church. Converse regularly with students' mentors to gain added insight into the students' personal and spiritual development.
8. Monitor and track student progress by keeping a daily record of case notes in the current HRM software system.
9. Provide disciple-while-you-work supervision and energy to the assigned workstation area.
10. Ensure open communication/dialogue with the Production Manager.
11. Monitor student advancement through Gateway tier structure.
12. Assist students with vouchers as needed.
13. Provide opportunities for students to build community in fellowship settings outside of the Gateway Center environment, encouraging Christ-honoring relationships between all students.

14. Ensure daily chores and shelter workstation schedules are posted weekly throughout the buildings. Check to ensure that chores are being completed. Oversee cleanliness of student living areas.
15. Conduct regular random drug and alcohol tests of students.
16. Approve and validate all passes for time away from the program in accordance with community and tier guidelines.
17. Document incidents as needed, issuing both verbal and written disciplinary reports when in violation of community guidelines.
18. Develop covenants for students who are struggling with successful navigation of program requirements.
19. Work closely with other staff to coordinate services for the students.
20. Accompany students to court or other agency appointments and provide supportive assistance if needed.
21. Assist Emergency Shelter staff as needed.
22. Assist in the recruitment of new students through tours, chapels, discussions, etc.
23. Welcome, oversee and nurture the investment of volunteers at the Holland Rescue Mission, particularly those working in department(s) relation to this position.
24. Work to protect the reputation of the ministry in all events.
25. Attend Mission sponsored meetings and events, including religious activities, as designated by supervisor.
26. Participate in training as assigned by mission leadership.
27. 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.
28. 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 guests and point them to Jesus Christ as Savior and Lord.

Education and Experience:

- High school graduate; college preferred.
- Ministry experience in leading small groups, coordinating ministry activities and active participation in a local church.
- Knowledge of what God is doing through the ministry of Rescue Missions.
- Experience in Rescue Mission work preferred.

Knowledge:

- A general knowledge of those struggling with addiction issues and their need for accountability.
- A thorough knowledge how to connect Biblical concepts to everyday life (Biblical relevancy).

Skills and Abilities:

- Demonstrated organizational ability.
- Ability to communicate effectively with people verbally and in writing.
- Demonstrated computer skills (Word, Excel, Outlook, data entry).
- Empathy for hurting people without enabling.
- Ability to obtain CDL licensure to assist with transportation needs.

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, coworkers and community.
- 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:** _____