

MISSION STATEMENT: Holland Rescue Mission exists to declare and demonstrate the love of Jesus by providing housing and programs for the homeless and less fortunate.

HOLLAND RESCUE MISSION

Job Description

POSITION: Residential Supervisor

DEPARTMENT: Family Hope Ministry Center (FHMC)

RESPONSIBLE TO: Campus Program Director-FHMC

LEVEL: 5

FLSA STATUS: Full time; Non-exempt

SUMMARY: To assist in fulfilling the purpose/mission of HRM by offering care, demonstrating the love of Christ, and providing a safe, welcoming environment where guests are welcomed.

RESPONSIBILITIES:

1. Administer all aspects of residential programs – Open Door, Pathway, and Gateway to provide a safe, decent, welcoming environment for guests where daily needs (food/shelter) are met as well as opportunities for change are offered.
2. Minister spiritually to guests showing them the love of Christ and the hope of the gospel which leads to real life change and ultimately housing stability.
3. Maintain guest and building safety by following all safety procedures and protocols in order to address disruptive and dangerous behavior.
4. Maintain a clean, functional, and welcoming residential environment through both guest and staff effort.
5. Maintain accurate guest and staff records as instructed.
6. Wash house laundry as needed.
7. Ensure policies and procedures are followed for but not limited to guest intake, substance use, medical screening, financial and case management, chapel services, child care services, and any additional responsibilities assigned to guests.
8. Attend regularly scheduled all-staff and department meetings.

Ministry

9. Welcome, oversee and nurture the investment of volunteers at the Holland Rescue Mission, particularly those working in department(s) relating to this position.
10. Work to protect the reputation of the ministry in all events.
11. Attend Mission sponsored meetings and events, including religious activities, as designated by supervisor.
12. Participate in training as assigned by mission leadership.

13. Participate in overall development efforts as appropriate.
14. 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.
15. 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:

- High school graduate or equivalent required
- Ministry or related experience preferred
- Experience in Rescue Mission work preferred
- Knowledge of what God is doing through the ministry of Rescue Missions

Skills and Abilities:

- Ability to administer the administer programs, policies and procedures.
- Ability to establish and maintain effective working relationships with peers, volunteers, clientele, and the public.
- Ability to communicate clearly and concisely – both verbal and written.

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: _____