

Job Title: Evening Supervisor, Recovery & Rehabilitation

Job Status: Full-time; 4pm-midnight Monday - Friday

Job Summary: Oversees the safety, general welfare and needs of clients living in the Mission's facility.

Job Duties & Responsibilities:

- Must be able to work 4pm-midnight Monday through Friday
- Assists clients with acclimating to a communal living environment by responding appropriately to their spiritual, physical and emotional needs
- Provides guidance to clients when needed
- Assists clients with basic parenting issues
- Responds appropriately to phone calls and walk-ins. Makes referrals for alternative shelters, programs and resources as needed.
- Escorts clients to and from meals, chapel and other Mission activities. Facilitates Bible studies and devotions when needed
- Monitors clients and ensure adherence to program policies. Performs work assignment inspections and provide feedback to appropriate staff members.
- Serves as liaison between clients and Case Managers, providing feedback based on observations, conversations, etc.
- Prepares shift reports
- Responds to any emergencies and report them to the Director of Operations
- Assists volunteers when necessary.

Job Skills & Requirements

- High school diploma required
- At least one year of prior experience in Human Services, working in a residential program environment or working with women and children.

- Church ministry experience preferred
- Must have basic computer skills necessary to perform tasks such as sending email, writing reports and entering data. Experience with MS Office preferred
- Excellent interpersonal relations and communication skills with the ability to function effectively in emergency situations
- Ability to:
 - Work with residents, staff and volunteers in a cooperative manner.
 - Interact conscientiously and consistently in a clear non-judgmental manner
 - Maintain confidentiality
 - Handle and prioritize multiple tasks.