

The Rescue Mission is: A Christian-Humanitarian Non-profit organization; Drug/Alcohol free workplace; EOE. Pay DOE.

There is an opening for a Part Time Shift Coordinator at the Downtown Tacoma Campus.

Job purpose

Manages guests during shelter operations; manages operations of New Life Program participants during the absence of NLP mentors; maintains order, security and cleanliness of multi-level building, as well as entire campus.

Qualifications

- Minimum 2 years' experience in a related area and/or 2 year Associates Degree in Social Services or related field
- Minimum 21 years' old
- Good clerical skills
- Effective electronic communication skills
- Effective de-escalation skills
- Basic computer skills, able to execute diverse functions with speed and accuracy
- Operate printer, copier, custodial machinery, trash compactor, intoximeter, security system
- Professional telecommunications skills
- Ability to work as a member of a team inspiring trust and speaking truth
- Able to respond calmly and effectively when under stress interacting with people who have high barriers, including but not limited to people with mental illness, who may be on drugs, may have weapons, and/or may be prone to violence
- Professional certifications: CPR/First Aid Certification required; HMIS Certification as directed

Duties and responsibilities

Culture Work

- Establish professional, caring, strengths-based relationships built on truth, respect, encouragement and trust.
- Maintain a high level of integrity in modeling and promoting the Mission's core values and culture standards.

Team Work

- Work as a member of the emergency services team to:
 - help establish department strategies, policies and priorities
 - advise the Emergency Services Director in all matters related to client services
 - direct clients to resources and case management
 - help solve organizational challenges
 - proactively assist as necessary in the overall success of the Mission

Direct Work

- Proactively supervise clients in the facility; supervise New Life Program participants after normal business hours.
- Responsible for overall physical security of the property including buildings, offices, and grounds to assure that the downtown campus is a safe facility.

- Receive donations in a friendly and professional manner and issue receipts to donors.
- Answer the telephone and take messages in a professional and friendly manner.
- Maintain daily Shift Manager Log.
- Administer the intoximeter to NLP's and guests as required.
- Assign guests to a daily bed list, assuring that the Mission provides safe overnight accommodations.
- Oversee guest baggage check-in and check-out of storage room.
- Oversee custodial duties to assure that the downtown campus is a clean facility.
- Issue custodial supplies to workers as needed.
- Take action while exercising good judgment.
- Perform HMIS data entry as assigned.
- Accurately complete Emergency Action reports.
- Oversee locker rentals.
- Manage mail delivery and distribution for clients.
- Perform administrative data entry tasks.
- Compassionately mentor, encourage and motivate clients.
- Work with volunteers, interns, and other department's staff fostering a team approach.
- Perform other duties as requested by the Emergency Services Manager.