

We are currently seeking an experienced Shelter Coordinator to join our dynamic Men's Shelter Team here at The Rescue Mission. We are looking to hire full-time and part-time positions. Please refer to our website to submit your cover letter, resume and application at <https://www.trm.org/employment/>.

The Rescue Mission is: A faith-based nonprofit organization; Drug/Alcohol free workplace; EOE. Pay DOE. For more information, visit our web site at www.trm.org

Rescue Mission Purpose, Vision and Value Statement

The Rescue Mission is a Christian non-profit organization that has been offering God's help, hope, and healing to the most impoverished members of our community since 1912. Our goal is to help everyone we work with become a fully contributing member of the community.

All Mission programs and services are based on Christian values and a commitment to quality. Clients are our primary focus, treated with dignity and compassion; relationships are built on love and truth; integrity is never compromised; service is measured for efficiency and effectiveness; and teamwork and trust are basic to our working relationships.

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
- Must be male
- 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 Director.

Working conditions

Regular full-time; regular part-time; shift work; weekends; working with challenging clients 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.

Physical requirements

Able to stand for a prolonged period of time, lift up to 30 lbs., answer phones, speak, listen, able to walk consistently, able to run at a moment's notice, and some flexibility in physical movements

Direct reports

Volunteers and Interns