

Blue Water Area Rescue Mission

Job Description

The life-transforming power of the gospel of Christ calls us to walk with the homeless, modeling God's love through biblical hospitality.

Position Title	Community Life Advisor
Supervisor	Executive Director
Effective Date	03/01/2024
Status	Non-exempt

Summary

To assist in filling the purpose and mission of Blue Water Area Rescue Mission (BWARM) via direct responsibility for the implementation and supervision of all crisis shelter guests and daily operations.

Essential Functions

- Administers all aspects of supervising shelter guests such as conducting shelter intakes, assigning beds, monitoring behavior, facilitating guest medication management, administering drug screens, completing incident reports, ensuring timely documentation, and supervising chore assignments.
- Ministers spirituality to the shelter guests, encouraging Christ-likeness and modeling godly attitudes and behaviors.
- Supervises meal times, bible studies, and other BWARM sponsored activities.
- Responsible for facility security and shelter guest safety.
- Establishes and maintains working relationships with other service providers in the greater Blue Water area as assigned.
- Responsible for maintaining the cleanliness of the shelter via supervising guests and/or doing the work.
- Maintains guest files, call logs, and shift log.
- Washes house laundry as needed.
- Ensures proper implementation and use of BWARM policies and operating procedures.
- Participates in all staff meetings.
- Works to protect the reputation of the ministry at all times.
- Attends BWARM sponsored meetings and events as designated by the supervisor.
- Assists other departmental ministry work as required. Maintains open and effective communication with peers and all ministry staff.
- Welcomes, supervises, and nurtures the investment of volunteers.
- Perform additional duties as assigned by the supervisor.

Qualifications

- 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; Ephesians 4:20-32; Philippians 1:7-11, 3:7-10)
- Actively seek the unity of believers.
- Christian maturity and a member in good standing of a Christ-centered church.
- Possess a desire to serve in meeting the physical, spiritual, emotional and relational needs of the homeless; pointing them to Jesus Christ as Savior and Lord and teaching and modeling biblical stewardship and godly, interdependent living.

Education and Experience

Must be a growing disciple of Christ and participate in biblical discipleship in addition to Sunday worship.

Prior experience in rescue ministry or direct service work is preferred.

Skills and Abilities

- Ability to administer the ministry's programs, to institute and interpret the program policies and procedures.
- Ability to establish and maintain effective working relations with peers, volunteers, shelter guests, and the public.
- Ability to present ideas clearly and concisely, both orally and in writing.
- Ability to relate to people from diverse backgrounds.
- High personal integrity.
- Effective problem-solving and conflict-resolution skills.
- Basic computer skills (word processing and email) are required.

Physical

- Sitting or standing for long periods of time to perform job functions.
- Manipulate, handle, feel and control items or equipment.
- Communicate effectively with shelter and soup kitchen guests, coworkers, and volunteers.
- Ability to read, write, and interpret written documents.
- Occasionally lift and move objects weighing up to 35 pounds.

Employee Signature: _____ **Date:** _____