



## JOB DESCRIPTION

<b>Position</b>	<b>Department</b>	<b>Reports to</b>
Guest Advocate	Men's ES	Men's Director
<b>Employment Status/Schedule</b>	<b>FLSA Status</b>	<b>Salary Level</b>
Full Time; 1 <sup>st</sup> shift	Exempt	5
<b>Location</b>	<b>JD Number</b>	<b>Last Update</b>
Gateway Men's Center	05-05	5-24-23

### **Purpose/Mission/Vision**

Gateway Mission is a 501 (c) (3) non-profit ecclesiastical ministry operating under the direction of a volunteer Board of Directors elected from a broad cross-section of Christians in the community. Our mission is to declare and demonstrate the love of Jesus by providing housing and programs for the homeless and less fortunate. Our vision is to equip each person we serve to follow Jesus and live as a productive citizen. Gateway Mission considers every position one of ministry and a vital and valued part of our team. Therefore, it is essential that all employees of Gateway Mission have a personal relationship with Jesus Christ and subscribe to our Mission, Vision, Core Values, Statement of Faith, and Qualifications for Employment upon hire and continuously while employed. Employees are encouraged and expected to share the Gospel as opportunities arise.

### **Position Summary**

The Guest Advocate meets with guests to give guidance to help set goals to resolve their homelessness.

### **Essential Duties & Responsibilities**

#### **Guest Support**

- Welcome each guest, personally, to Gateway Men's Center and conduct weekly workshop sessions for new guests in Open Door.
- Seek opportunities to intentionally share the hope of the Gospel with each guest; lead daily devotions on a routine basis as assigned.
- Meet regularly with Pathway/Pathway-Bridge guests to assist and encourage them to set goals, find employment, and secure housing.
- Supervise Savings Oversight and ensure guests are following guidelines.
- Log all required information in Mission Tracker on a regular basis, including but not limited to profile, case notes, and logs.
- Function as contact person for other community agencies (Community Mental Health, Good Samaritan Ministries, etc.) and local churches.
- Communicate and build relationships with local agencies that serve our guests.

- Meet weekly with the Men's Director-GMC and Residential Ministries Manager to discuss guests' progress, services, and our response to their needs.
- Encourage guests to consider the Gateway Addictions Discipleship Program when appropriate.
- Provide guest support including distributing meals/sick/late passes.
- Maintain schedule for random drug testing for Pathway/Pathway-Bridge.
- Ensure that accurate records (both electronic and written) and statistics are maintained in a timely manner.

### **Staff Support**

- Participate in shelter operations, including but not limited to supervising and scheduling Service Projects, assisting with medication times, occasional shift coverage and Sunday/holiday rotation schedule.
- Attend regular staff meetings and other committee meetings as required.

### **Personal Qualifications**

- Practicing believer in the Lord Jesus Christ
- Be an active member of a local evangelical church community
- Desire to meet the physical needs and spiritual needs by sharing the good news of the Gospel

### **Education/Experience**

- High school graduate required; bachelor's degree in counseling/Social Work or pastoral ministry or formal Bible training preferred
- Minimum 2 - 3 years' experience in related field
- Experience/knowledge of helping individuals who struggle with addiction issues and their need for accountability
- Experience/knowledge of homelessness culture preferred
- Experience/knowledge of what God is doing through the ministry of Rescue Missions preferred

### **Skills and Abilities**

- Ability to administer programs, policies, and procedures
- Ability to communicate effectively – written, verbal and electronic communication
- Ability to establish and maintain effective working relationships with guests, volunteers, staff, and the public
- Basic computer skills (Microsoft Office 365, Outlook, Teams, data entry)

## Physical Activities/Demands & Work Environment

- Stand, sit, walk, climb stairs regularly; lift, bend, crouch occasionally to perform job functions
- Manipulate, handle, feel, and control items or equipment
- Read, write, and interpret written documents
- Lift and move objects weighing up to 35 pounds regularly
- Limited exposure to environmental hazards including blood borne pathogens, air borne pathogens, bodily fluids

**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 \_\_\_\_\_

Disclaimer This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform and other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and are subject to possible modification to reasonable accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. The requirements listed are the minim levels of knowledge, skills, or abilities. This document does not create an employment contract implied or otherwise, other than an 'at will' relationship.

Gateway Mission is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.