



JOB DESCRIPTION

Position	Department	Reports to
Community Life Advisor	Forge Program	Men's or Women's Director
Employment Status/Schedule	FLSA Status	Salary Level
Full Time; 1 st shift; 2 nd shift	Exempt	6
Location	JD Number	Last Update
Gateway Men's/Women's Center	06-04	12-13-24

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 Community Life Advisor provides guidance and accountability to students as well as encourages Christ honoring relationships among all students.

Essential Duties & Responsibilities

- Plan and coordinate regular positive community building activities for all students that will facilitate a greater sense of belonging.
- Conduct regular/random drug and alcohol tests of students assuring student sobriety is maintained.
- Schedule and coordinate new intakes to provide an entry that is welcoming and promotes a healthy community.
- Approve and validate all passes for time away from the program in accordance with community and tier guidelines.
- Assign daily residential chores and conduct unannounced inspections of student sleeping areas, ensuring cleanliness standards are maintained in all student areas.

- Assign and verify completion of weekly kitchen chores/workstation assignments (including weekend assignments).
- Work closely with other staff (i.e., Resource Manager, Counselors, Guest Advocates.) to coordinate services for the students.
- Issue vouchers to students as needed.
- Accompany students to court or other agency appointments and provide supportive assistance if needed.
- Ensure all students comply with Sex Offender Registry requirements, if applicable.
- Assist Residential Supervisors as needed.
- Assist in the recruitment of new students through tours, chapels, discussions, etc.

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

- Minimum high school graduate; college degree and/or formal Bible training strongly preferred
- Minimum of 1-3 years ministry or related experience preferred
- Experience/knowledge of helping individuals who struggle with addiction issues and their need for accountability
- Experience/knowledge connecting/teaching Biblical concepts and how to apply to everyday life (Biblical relevancy)
- 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 organize and communicate effectively – written, verbal and electronic communication
- Ability to empathize and set appropriate boundaries
- Basic computer skills (Microsoft Office 365, Outlook, data entry)
- Ability to obtain chauffeur's license to assist with transportation needs required

Physical Activities/Demands & Work Environment

- Stand, sit, walk regularly; lift 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
- No adverse environmental conditions expected

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 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 disability. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. The requirements listed are the minimum 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.