



JOB DESCRIPTION

Position	Department	Reports to
Residential Supervisor	Women's ES	Residential Ministries Manager
Employment Status/Schedule	FLSA Status	Salary Level
Full Time; Part Time; 1 st , 2 nd or 3 rd shift	Non-Exempt	5
Location	JD Number	Last Update
Gateway Women's Center	01-03	6-10-22

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 Residential Supervisor's role is to provide excellent hospitality where daily needs for food/shelter are met as well as opportunities for change are offered.

Essential Duties & Responsibilities

- Administer all aspects of residential programs – Open Door, Pathway, and Gateway to provide a safe, decent, welcoming environment for guests where daily needs (food/shelter) are met as well as opportunities for change are offered.
- Minister spiritually to guests showing them the love of Christ and the hope of the gospel which leads to real life change and subsequent housing stability.
- Maintain guest and building safety by following safety procedures and protocols to address disruptive and dangerous behavior.
- Maintain a clean, functional, and welcoming residential environment through both guest and staff effort.
- Maintain accurate guest and staff records as instructed.
- Wash house laundry as needed.
- Ensure policies and procedures are followed for shelter operations, including but not limited to, guest intake, substance use, medical screening, financial and case

management, chapel services, childcare services, and any additional responsibilities assigned to guests.

- Attend regularly scheduled all-staff and department meetings.

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 or equivalent required
- One (1) year ministry or related experience preferred
- 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, 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
- 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 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.