



Job Description

Position: Night/Weekend Staff

Responsible to: Office manager

Classification: Non-Exempt

Job Summary: Will work Saturdays, Evenings and weekends up to 30 hours per week as scheduled.

Qualifications: A committed and growing relationship with Jesus Christ as Lord and Savior, and a deep desire to provide administrative support within a Christian ministry that serves members of the community who are in crisis.

Job Summary: Maintain the safety of the facility and provide support to residents

Qualifications: Supervisory skills, ability to work on your own, decisive, assertive, and caring. Human service related education or experience.

Personal Skills: Excellent interpersonal relationship skills, the ability to multi-task and prioritize work in an active environment, attention to detail and problem solving skills, ability to maintain confidentiality, accountability, adaptability, honesty and integrity, teamwork, ability and desire to share the hope of Christ and the reason for our faith with residents and staff.

Time Commitment: Part Time, Hourly position

Responsibilities:

- Insure resident's compliance with house rules
- Meet residents' needs for supplies, medications, etc.
- Have a listening ear for residents
- Keep documentation of day/night events
- Secure the facility at night and open building in morning
- Call on-call staff if needed
- Accomplish staff chores as well as resident chore check daily and room checks weekly
- Other related duties as assigned

Teamwork and Collaboration:

- Works in collaboration with program and other staff to facilitate a team environment
- Demonstrates effective communication skills in building relationships with clients, staff, and volunteers
- Attend all staff meetings as scheduled
- Have a willing attitude to take on other tasks or duties as needed or assigned

New Way Ministries Values:

- Treats all clients, visitors and employees with kindness, respect, and dignity
- Adheres to all policies, procedures, code of conduct, and attendance rules
- Maintains strict confidentiality of all information