

*Staff Coordinator*

*For I was hungry and you gave me food, I was* *thirsty and you gave me drink, I was a stranger and you welcomed me, I was naked and you clothed me, I was sick and you visited me, I was in prison and you came to me.* **–Matthew 25:35-36**

**Position Title:** Staff Coordinator/Case Manager

**Reports to:** Hope Cottage Director

**Starting Wage:** $19/hour

**Status:**  **Part Time**

**FLSA Status:**  **Non-Exempt**

**Benefits:**  **Paid Vacation, Sick & Holiday**

**DESCRIPTION**

Hope Cottage is more than an “emergency shelter”. It is a healing home for women and children and a place to land, learn and re-launch into a healthier, more stable life. The Intake Coordinator/Case Manager provides life-transforming support for guests and residents at Hope Cottage in a community model. This position supervises shifts, teaches life-skills, provides resources, may facilitate crisis intervention and will carry a modest case load.

**REQUIRED KNOWLEDGE, SKILL, ABILITY**

This is a hands-on ministry position that primarily works with those we serve directly, especially those seeking life-change, emergency services and those in our long-term programs.

The Ideal candidate will:

* Be welcoming and encouraging both toward those we serve and those partnering with us
* Show honor and compassion to everyone from the most desperate person experiencing homelessness on the street, to business owners, heads of corporations, foundations, and donating partners
* Be comfortable working with a team from diverse backgrounds
* Be able to juggle competing demands and unexpected circumstances which may change priorities
* Have experienced in working with marginalized populations such as addiction recovery, prison ministry, etc.
* Be able to make necessary decisions without supervision to maintain a safe and healthy environment for those we serve
* Be able to remain calm and peaceful while de-escalating situations
* Be able to maintain firm boundaries with people while still exhibiting support and grace
* Be comfortable using basic computer systems which includes the ability to read, write and to maintain guest and service records

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

* Coordinate and supervise long-term program participants and other volunteers in the running of emergency services while Hope Cottage is open to the public.
* Supervise and assist guests utilizing services while Hope Cottage is open to the public
* Maintain a safe and peaceful environment while Hope Cottage is open to the public
* Ensure that the physical spaces used by guests are clean and well stocked
* Directly refers guests to other services agencies in town
* Maintain records of guest stays and utilized services in a computerized system
* Assist donors, volunteers, teachers and other community partners inquiring about or serving at Hope Cottage

**SUPERVISORY RESPONSIBILITIES**

* This is not a supervisory position

**SPIRITUAL AND PHYSICAL REQUIREMENTS**

*Employees of Sunshine Rescue Mission & Hope Cottage choose to participate in our Grace Based environment:*

* Must be a Bible-believing Christian who chooses to model Christ-like attributes and values through personal actions, words, and attitudes.
* Agreeing in principle and practice with the Statement of Vision, Mission and Values of Sunshine Rescue Mission, Inc. of which Hope Cottage is a part.
* Maintain a safe, transparent and healing environment that is based on Grace, Truth and Love, and encourages trust and authenticity without fear.
* Building healthy and compassionate relationships while establishing healthy and safe boundaries.
* Maintaining a personal lifestyle of integrity, honesty and responsibility.
* Praying with guests/residents, students and staff.
* This is a physically active, demanding position that could require working some weekends.

***Sunshine Rescue Mission, Inc. is an equal opportunity employer. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of this position.***