

Job Description

Position Title: House Manager
Location: Yamhill County Gospel Rescue Mission
1340 NE Logan St, McMinnville, OR 97128
Reports to: Executive Director
Days/Hours: Full Time
Rate: \$15/hour
Closing: October 19, 2018

Mission Statement

Provide food, shelter, and hope for the soul through the love of Jesus Christ

Summary

The House Manager handles daily operations at a mission that houses up to 17 individuals, assists the Director by implementing policies and plans, keeps track of data & scheduling, provides effective methods to boost productivity, promotes community outreach, supervises employees, oversees building maintenance, and forwards the position and interest of the Mission.

Essential Duties and Responsibilities

- Ensure proper staff training (maintain a training manual), schedule and utilize volunteers as needed
- Identify community outreach opportunities such as fairs, festivals, organizations, recruiting events to recruit volunteers, and promote awareness of the Mission.
- Supervise, evaluate, and work closely with the staff and Kitchen Manager to ensure productivity and to provide the tools they need
- Network with other social, homeless services, church groups, and government agencies to promote the activities of the Mission and share resources
- Organize and maintain Mission statistics and guest database
- Oversee guest case management and exit plan strategies to include intakes, ministering breath and UA test, utilizing faith based practices (sharing the Gospel, relaying biblical views of problem solving), working with landlords, and guest budgeting
- Responsible for the ongoing maintenance of the building and yard
- Assist with grant and policy writing
- Maintain proper personal appearance and cleanliness
- Witness and maintain the Christian integrity of the Mission to honor the Lord
- Other duties may be assigned as the organization necessitates

Qualifications – Preferred Assets

- Job-related experience, such as working in a shelter, social work, conflict resolution training, people managing skills, community outreach, organization & planning skills
- Knowledge of management principles and evaluation techniques related to programs that involve working with volunteers
- Ability to work well with a diverse group of individuals, willingness to adjust hours to accommodate the needs of the job, and ability to effectively manage a wide array of tasks projects and responsibilities.
- Proficient in basic computer applications such as word processing, spreadsheets, internet usage, and record keeping skills
- Must be eligible to work in the United States, pass a criminal records background check, and submit to drug/alcohol testing if requested
- Experience in Customer and personal service
- Knowledge of laws and liability issues
- Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects
- Ability to work independently in order to problem solve any issues that may arise

Education and/or Experience required

- High School Diploma or GED Equivalent
- 5 years clean and sober
- Has an understanding of Microsoft Applications and Email
- Possess Valid Driver's License and access to a reliable vehicle