

Job Description

Position Title: Shift Worker
Location: Yamhill County Gospel Rescue Mission
1340 NE Logan St, McMinnville, OR 97128
Reports to: House Manager
Days/Hours: Part Time
Rate: \$12/hr
Posting:

Mission Statement

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

Summary

The Shift Worker is responsible for assuring quality service to all guests in a compassionate and professional manner. Objectives include supportive interaction with guests and volunteers, assessment of guest's needs, and performance of all work duties as required. Work is performed in a cost effective and service oriented manner as it relates to established organizational standards. Attend required staff meetings and training.

Essential Duties and Responsibilities

- Supervise guest activities and respond to all guest questions and concerns.
- Explain the rules and responsibilities to new guests and assure compliance of these regulations.
- Coordinate bed assignments, smoke breaks, and other daily routines.
- Provide "awake" shift coverage and maintain grounds security at all times.
- Provide emergency assistance to guests and co-workers as necessary.
- Perform housekeeping and other maintenance tasks as needed, i.e. change light bulb, plunge toilet, etc. Maintain staff area cleanliness, etc.
- Address any behavior issues that create disharmony, criminal, or otherwise non-productive behavior.
- Role model positive, professional behavior including appearance and communication with others.
- Complete all shift logs, incident reports and written violations.
- Document and notify management of guest concerns, potential workflow problems and/or any exceptions to policy that can impact program security.
- Adhere to staffing schedules in order to provide adequate/safe staffing coverage and to accomplish program objectives. Have flexibility to work different shifts.
- Maintain a working knowledge of fire, safety, and health standards to assure a safe work environment for all guests and staff.

Preferred Assets and/or Requirements

- 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 communicate with guests for successful conflict resolution.
- Work variable hours including all night, up to 35 hours per week
- Proficient in basic computer applications such as email, 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
- Ability to work independently in order to problem solve issues that may arise
- High School diploma or GED preferred
- Bible Study training required enabling staff to pray effectively for guests
- Agree to the Yamhill County Gospel Rescue Mission Statements of Faith
- Must be a minimum of 1 year clean and sober