



ROLE DESCRIPTION

Role: Discipleship Coordinator (Compares to Community Support Worker)

DEPARTMENT: Recovery Services

REPORTS TO: Program Director for Exodus, our residential program for men or Program Director for Having the Courage to Change, our residential program for women

CLASSIFICATION/ STATUS: Part-Time, On Call (less than 30 hours a week)

The current opening is for Weekends and open shifts as available

GENERAL STATEMENT OF DUTIES & RESPONSIBILITIES: Discipleship Coordinators work directly with program participants on the daily activities related to rebuilding self-discipline and lives free of addictive thinking and behaviors. They supervise participants' compliance with Recovery program policies, procedures, and principles. They oversee daily operations including planning, scheduling, and transporting program participants, through the various tasks that need to be accomplished each day. They will also administer disciplinary consequences as needed.

MAJOR POSITION RESPONSIBILITIES:

1. Conduct the work of oversight in a manner that is aligned with the ministry's core values of being: Godly, builders of meaningful Relationships, Compassionate and focused on Positive Transformation for Ourselves and Participants in our Programs.
2. Provide Supervision to Residents:
 - Overseeing the daily operations including, but not limited to: assigning and checking chores, meal planning, daily room inspections, maintaining house equipment, one-on-one counseling, handling the participant sign in/out book, creating monthly wall calendars for participants, that include, exercise, daily devotions, etc.
 - Ensuring scheduled activities take place, such as transporting participants to various outside functions, church services, recreational outings and community outreach, and emergency calls.
 - Administering medications are given, per written instructions.
 - Maintaining the security of facilities and safety of participants at all times.
3. Communicate Effectively:
 - Provide documentation of shift information, participant's activities, and program information, etc., to the appropriate parties.
 - Debrief with Recovery staff, especially during shift to shift transitions.
 - Report incidents as needed.

- Work well with participants, their family members and friends along with other parties who are involved with the program including: volunteers, visitors, probation officers, mentors, pharmacies, the TB Clinic, medical providers, church partners and our colleagues at the Lord's Gym.
- Coordinate and collaborate with City Gospel Mission programs leaders and departments, as needed.

PERSONAL REQUIREMENTS:

1. Have the personal experience of receiving, by faith, Jesus Christ as Savior and Lord and be actively involved with a local church.
2. Have a passion to see men, women, and children come to know Jesus Christ as their personal Savior and Lord.
3. Have a personal fellowship with the Lord, which includes daily prayer and Bible study.
4. Agree with and sign the statement of faith and mission essentials of City Gospel Mission.
5. Have a personal conviction to serve people of all ethnicities with genuine care and equity.

SKILLS AND EDUCATIONAL QUALIFICATIONS:

1. High school diploma or equivalent. Applicants with college or professional level social work credentials will be given preferential treatment.
2. A minimum of one year of relevant experience or course work.
3. A team player with supervisory skills and demonstrated competency to effectively interact, work with and supervise residents. Effective conflict-management and inter-personal communication skills.
4. Ability to communicate clearly in both oral and written form. Computer/word-processing skills are a must.
5. Must possess a valid driver's license (Ohio or Kentucky) and be in good standing.
6. Must pass background check and drug screen.

Date Revised: 8/14/20
(HR Contact, Kelly Wilson)