



1805 Dalton Avenue
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Exodus Phone: 513-229-9160
www.citygospelmission.org

POSITION: HTCTC/Exodus Third Shift Discipleship Coordinator

DEPARTMENT: Recovery Services

REPORTS TO: Program Director

CLASSIFICATION: Part time, hours may vary based on the need of the ministry

PURPOSE: Work with the recovery team to ensure program participants are being transformed physically, socially, mentally, and spiritually as defined by the "ENDS" of City Gospel Mission.

RESPONSIBILITIES:

1. Maintain the ministry brand promise: Godly, Relational Compassionate and Transformational.
2. Supervise the participants and volunteers scheduled on shift.
3. Prepare/defrost meats for second shift dinner as needed.
4. Supervise the participants and administer disciplinary consequences to participants as needed.
5. Manage and secure all assigned ministry houses and respond to crisis situations by taking appropriate actions to protect and serve the ministry, participants and yourself.
6. Possess a working knowledge and comply with all ministry house rules, policies, procedures and regulations.
7. Record shift activities in the log.
8. Be an example to participants.
9. Conduct random searches weekly.
10. Inform designated staff of new prescriptions when you pick up participants from the hospital.
11. Issue medication to participants and enter in log.
12. Check medication nightly to make sure medication is being properly dispensed.
13. Check weekend 3rd shift medication sheets and refill list.
14. Address or share any issues, concerns, ideas or visions that you and the participants have about the ministry.
15. Copy and make soft files and participant binders as needed.
16. Check urine Sunday nights to make sure all sheets are labeled the same as the master sheet.
17. File old passes nightly as well as check black bin for papers that need to be filed away nightly.

"Breaking the cycle of poverty and despair ... one life at a time"

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18. Attend and participate in training and continuing education opportunities as directed by your supervisor.
19. Assist Administration as needed.
20. Adhere to confidentiality policies and procedures.
21. Attend all staff and team meetings as directed by your supervisor.
22. Work as a collaborative team member divulging all important information about the participants.
23. Review various paperwork, such as Holistic Plans, monthly reviews, and progress evaluations, shift logs, memos, policies and procedures, and participant files.
24. Complete any overnight assignments given by Operations.
25. Complete Van inspection.
26. Inventory knives.
27. Keep all books on the first floor stocked and with the appropriate paper for each binder (i.e. volunteer, group, visitor's sign in, etc.)
28. Be willing to perform additional duties as necessary.
29. Be like Christ to the participants while maintaining healthy boundaries.

PERSONAL QUALIFICATIONS:

1. Have a personal experience of receiving, by faith, Jesus Christ as Savior and Lord.
2. Have a passion to see men, women and children come to know Jesus Christ as Lord.
3. Have a personal fellowship with the Lord that includes daily prayer and Bible study.
4. Be actively involved with a local church.
5. Agree with and sign the Statement of Faith and Mission Essentials of City Gospel Mission.

SKILLS AND EDUCATIONAL QUALIFICATIONS:

1. High school diploma or equivalent. Applicants with formal bible training and training in helping skills will be given preference.
2. One or more years of relevant experience or course work.
3. A team worker with supervisory skills and demonstrated competency to effectively interact, work with and supervise residents.
4. Ability to receive and integrate supervision from immediate supervisor.
5. Effective conflict-management and inter-personal communication skills.
6. Ability to communicate clearly in both oral and written form.
7. Possess a valid Ohio driver's license in good standing.
8. Knowledge and ability to type, use a computer, and do basic word processing.

Revised 1/4/17