



## **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:** Full-Time (30-40 Hours per week) & Part-Time (less than 29 hours per week)

**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 of our residential program participants, including, but not limited to: assigning and checking chores, meal planning, daily room inspections, maintaining house equipment, one-on-one coaching, handling the 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 handling emergency calls.
  - Oversee the process when participants take medications. Ensure that physician's written instructions are followed as documented on the prescription.
  - 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.

4. All Recovery Staff will participate in the weekly staff-community meeting. The current standing date/time is Thursday evenings.

#### **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.

#### **PHYSICAL REQUIREMENTS:**

1. The person in this role will make rounds daily throughout our Exodus Recovery floor and between buildings at Having the Courage to Change.
2. This requires ascending/descending stairs, lifting or moving up to 25 pounds of office equipment or furnishings in a residential setting. She/he needs the ability to engage in light exercise along with program participants.
3. The person in this position frequently communicates with program participants and staff who have inquiries about daily tasks or changing conditions. She/he must be able to verbally exchange accurate information in these situations.

#### **SKILLS AND EDUCATIONAL QUALIFICATIONS:**

1. High school diploma or equivalent. Experience or certification in addiction treatment or chemical dependency treatment is preferred.
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 interpersonal communication skills.
4. Ability to communicate clearly in both oral and written form. Computer/word-processing skills are required.
5. Must possess a valid driver's license in the Tri-state area and be a good standing with the bureau of motor vehicles.
6. Must pass background check and drug screen.

Date Revised: 6/2/21 (HR Contact, Kelly Wilson)