



## ROLE DESCRIPTION

**ROLE:** Homeless Services Jobs-Van Outreach Manager

**DEPARTMENT:** Homeless Services - *HS is the oldest ministry of City Gospel Mission (CGM.) We exist to provide emergency housing and an opportunity for a life reset for men in need throughout the greater Cincinnati area.*

**REPORTS TO:** VP Homeless Services

**CLASSIFICATION/ STATUS:** Full-Time (40 hours/Week)

**GENERAL STATEMENT OF DUTIES & RESPONSIBILITIES:** The Jobs Van Outreach Manager is responsible for overseeing the Homeless Services' Jobs Van Program. As part of this work the Manager/Van Driver will engage panhandlers in the downtown Cincinnati area with the objective of connecting them to service providers in the city through the Jobs Van.

The Van Manager will work with The GeneroCity513 team to connect riders with the appropriate service agencies to help these citizens secure permanent housing, health care, financial help or job training.

### MAJOR POSITION RESPONSIBILITIES:

1. Do the work of administration 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. Engage individuals who are panhandling in downtown Cincinnati, with the objective of helping them move away from homelessness.
3. Connect individuals who are panhandling to shelter, recovery, and job development services provided by City Gospel Mission and other social service agencies in greater Cincinnati.
4. Supervise daily Jobs Van Program, employing individuals who are actively panhandling and taking them to daily job sites around Cincinnati.
5. Ensure safety procedures are communicated and followed on the job site.
6. Transport participants to and from the daily work site and return them to the appropriate end-of day locations.
7. Because Jobs Van participants are paid in cash daily, the Jobs Van Outreach Manager will need to be comfortable handling and administering these cash payments.

8. Work with the City Manager's office to coordinate job site locations, mainly litter pick up locations.
9. Work with CGM Homeless Services' Kitchen Manager to provide lunches to individuals participating in the program.
10. The person in this role is able to be flexible, while able to say no and maintain appropriate boundaries and uphold CGM principles, standards, policies and procedures, etc.
11. Has desire to continue learning in beneficial areas such as, poverty, abuse, addiction, mental health, etc., in order to serve our community more effectively and grow as a professional.
12. Work collaboratively as part of the homeless service team to achieve organizational goals.
13. Pray regularly for clients, staff and City Gospel Mission. We value the power of prayer and encourage staff to pray. Spiritual growth is encouraged, but not forced on Jobs Van riders. We believe praying for our clients has a positive impact.

As with all CGM staff, the person in this role will complete other work-related duties as assigned.

#### **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 regular Bible study and church attendance.
4. Agree with and sign City Gospel Mission Statement of Faith.
5. Have a personal conviction to serve people of all ethnicities with genuine care and equity.
6. Must pass background and drug test.

#### **PHYSICAL REQUIREMENTS:**

1. Van Driver must be able to walk up to 5-7 miles at a time, lift and carry up to 25 pounds and work outside in the cold and heat.
2. Can sit in a vehicle for prolonged periods.
3. Use their hands to handle, control, or feel objects, tools, or controls, computers.
4. Walk or stand for long periods of time.
5. Be able to handle, count, protect cash, for payment of Van Riders.

## **SKILLS AND EDUCATIONAL QUALIFICATIONS:**

1. Must possess a valid driver's license and be able to drive a 15-person passenger van.
2. High school graduate (or equivalent) and two years of demonstrated coaching skills and life experiences that are relevant to the role.
3. General knowledge of computer programs such as Word, Excel Google Docs, etc.
4. Ability to exercise consistent patience and conflict resolution skills. Ability to do daily data collection and monthly reporting is required.
5. Ability to exercise a high degree of independent decision making and discretion. Strong relational skills, communication, planning, and leadership skills.
6. Must pass background, drug screen and motor vehicle screen.

Date Revised: 8/21/21  
(HR Contact, Kelly Wilson)