City Gospel MISSION

ROLE DESCRIPTION

Role: Discipleship Coordinator Floater Role (Compares to Community Support Worker)

DEPARTMENT: Recovery Residential Support Services

REPORTS TO: Program Director (Men's or Women Program)

CLASSIFICATION/ STATUS: Full-Time (40 hours/week) **This person's typical schedule will be Monday-Friday, 1pm to 9pm. This person's hours are being structured to be able to swing as needed to cover vacation time for other DC's or emergency coverage**. First Shift is 8am to 4:00pm. Second Shift is 4pm to 12:00am. Third Shift is 12am to 8:00am.

CINCINNATI SITES: 1805 Dalton Avenue, Cincinnati, OH 45215 (Queensgate) or Women's Center (OTR)

GENERAL STATEMENT OF DUTIES & RESPONSIBILITIES: The Discipleship Coordinator (DC) team provides frontline oversight and support for participants in City Gospel Mission's Transformational Recovery Support Program.

People in this role help ensure that program participants live in a safe, orderly, and Christ-centered environment, guiding them through daily routines while reinforcing transformation through knowledge of evidence-based programs, like Celebrate Recovery.

The DC role is a balance helping participants follow the program elements while discipling them (Christian "mentoring" and role modeling) DC are a crucial part of participants' day-to-day journey toward life transformation.

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. Participant Oversight & Daily Operations

    - Supervise participants' daily activities, including room inspections, chores, meal routines, and community participation.
    - Monitor and enforce curfews, entrance/exit procedures, and room assignments to maintain order.
    - Ensure participants maintain proper hygiene and cleanliness standards, supporting access to showers, laundry, and grooming services.
    - Uphold zero tolerance standards for violence, threats, drugs, alcohol, pornography, harassment, weapons, smoking inside of the building and inappropriate behavior.
    - Support intake processes, including new participant orientation, assisting with paperwork, explaining principles and practices, and assigning initial chores.

- Assist with exit planning and interviews, ensuring participants transition with the appropriate support and documentation.

3. Crisis Response & Safety

- De-escalate conflicts with a calm demeanor, respect, and authority, modeling healthy problem-solving.
- Respond to emergencies by contacting first responders, directing emergency personnel, and/or remaining with participants until help arrives.
- Apply disciplinary processes consistently (warnings, write-ups, barring) while balancing accountability with compassion.
- Document all incidents and interventions using the shift report process to ensure continuity of care and program accountability.
- Support participants in phase progression (Orientation through Phase 5), explaining privileges, responsibilities, and accountability at each level.
- Encourage and coach participants to engage in mentoring and sponsorship relationships.

4. Discipleship & Relational Care

- Facilitate daily devotions, prayer, and chapel times, as applicable.
- Participate in and encourage Bible studies, recovery groups, and therapeutic groups (relapse prevention, mindfulness, anger management, life skills).
- Build authentic, Christ-centered relationships with participants, modeling servant leadership.
- Pray with and for participants, offering encouragement while respecting participant choice and freedom.
- Support participants in identifying and attending church services; guide them in tithing and discipleship practices.

5. Administrative & Communication Duties

- Provide detailed shift reports documenting participant behavior, progress, and incidents.
- Debrief effectively with team members during shift transitions.
- Collaborate with Life Coaches (Case Managers) Program Directors, and operational volunteers.
- Communicate with external partners (families, probation/parole officers, volunteers, mentors, medical providers) as directed.
- Assist Life Coaches with exit planning, including 90-day transition plans for housing, finances, employment, and church connections.

6. Transportation & Activities

- Safely transport participants to appointments, church services, court hearings, recreational outings, and community service projects using CGM vehicles.
- Chaperone participants during shopping trips, passes, and outings, ensuring accountability to program expectations.

- Help coordinate and facilitate community meetings, group celebrations, and phase-up recognition events.

7. Compliance, Accountability & Financial Stewardship

   - Hold participants accountable for financial stewardship, modeling responsible budgeting and planning.
   - As needed, be aware of program fees and required savings plans.
   - Review deposit slips, savings logs, or account balances with participants and life coaches to ensure compliance.

8. Volunteer & Community Integration

   - Support volunteers by helping to ensure their effective integration into daily programming.
   - As needed provide orientation and support to volunteers, safeguarding boundaries and ensuring positive participant-volunteer interactions.
   - Assist with donor or church tours, welcoming and overseeing guests appropriately.

9. Pray regularly for participants, employees and volunteers of City Gospel Mission. We value the power of prayer and encourage employees to pray. Spiritual growth is encouraged but not forced on participants. We believe praying for our clients has a positive impact on participants and staff.

10. As with all CGM employees, DCs 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 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 campus buildings.
2. The person in this role will ascend/descend stairs, lift or move up to 25 pounds of office equipment or furnishings in a residential setting. She/he will 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 provides written and verbally accurate information in these situations.

4. This person will drive a CGM 15-Passenger Van. Must have valid driver's license, be eligible for coverage on CGM's fleet insurance and pass the driving test with the CGM Facilities/Fleet Manager.

ROLE REQUIREMENTS:

1. Must pass background check and drug screen. Random testing is in place for this role.
2. Must possess a valid driver's license in the Tri-state area and be a good standing with the bureau of motor vehicles.
3. At least three years "sober" if applicant has overcome addition.

SKILLS AND EDUCATIONAL QUALIFICATIONS:

1. Education: High school diploma or equivalent required. A bachelor's degree is preferred.
2. Training or coursework in recovery/drug addition, counseling, or ministry preferred.
2. Experience: At least one year of hands-on experience in recovery support, peer-support, homeless services, criminal justice, or mental health support preferred.
4. Strong conflict resolution and crisis de-escalation skills.
5. Effective communication (oral and written).
6. Cultural competency and ability to serve diverse populations with equity.
7. Ability to set healthy boundaries while showing compassion.
8. Proficiency in Microsoft Office Suite and basic database entry.

Date Revised: VP HR & TD (11-10-26)