

Portland Rescue Mission

Men's Resident Advocate



Job Description

Department: Men's Ministry

Work Location: Burnside Shelter

Reports to: Life Skills Manager

Employment Status

Full Time

Part Time

On Call

Regular

Temporary

Non-exempt

Exempt

Effective Date:

Typical Hours Required: [DAYS/HOURS]

Effective Date:

Hours: From To

General Description of Work:

The Resident Advocate is to serve as a coach, modeling Christ-likeness. Meet weekly with men in phases 2, 3 and 4 to assess, document, and address barriers for employment and housing. He will connect clients with community services applicable to his situation. He will encourage the client to stay on task in accomplishing his personal goals in a given time frame.

Essential Functions:

A willingness to assess and assist a man in his program in the following ways:

- Connecting to community services as applicable to client
- Child support issues
- Legal issues
- Housing
- Vital statistics
- Attending court appearances and outside agency meetings as needed
- Will participate in weekly Resident Reviews
- Will collect written observations during their one - on -one sessions
- Will maintain accurate client files
- Other duties as assigned.

Knowledge, Skills, and Abilities

- College degree in social work/counseling or related field or experience equivalent
- Good organizational and time management skills
- Ability to communicate effectively both in writing and verbally, as well as to communicate effectively one-on-one with the men in the program
- Proficient in the use of computer software necessary for the performance of the work in documentation, organization, scheduling, and classroom preparation.
- Good understanding of city systems
- Proven ability to develop and maintain community partnerships
- Ability to advocate for clients in legal proceedings
- Willingness to attend training deemed necessary by leadership
- Maintain accurate files on each client
- Ability to multi-task
- Self starter
- Prompt and thorough in job performance
- Creative and logical problem solving
- Demonstrated ability to be a team player

Personal Attributes & Values

- A personal relationship with Jesus Christ as Savior and a testimony of continued growth in faith
- Spiritual maturity as defined by traditional Biblical Standards
- Adheres to Portland Rescue Mission's Statement of Faith and Code of Ethics
- Desire to serve God in the ministry to hurting men, women and children
- A pleasant, gentle, grace filled manner toward others
- Possess and demonstrates excellent integrity
- Composed and professional
- Strong team player and self starter
- Ability to effectively handle multiple tasks as assigned
- Ability to lift at least 50 lbs. unassisted

Equipment Used:

- Telephone, fax and voice mail
- Computer
- Copier and related office equipment

Other Duties as Assigned:

In this and any position with Portland Rescue Mission, it is impossible to predict the many requests and assignments that can and will be made on an employee. Flexibility and a cooperate spirit are crucial characteristics of the person who holds this important position and for the successful operation of Portland Rescue Mission services.

Mission Statement:

We share the Word of God and demonstrate the love of Christ to transform the lives of homeless and addicted people.