

Portland Rescue Mission

Night Manager



Job Description

Department: Outreach

Work Location: Burnside Shelter

Reports to: Director of Outreach Ministry

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:

Responsible for the safety of the facility, those in residence and those receiving emergency services, including overnight shelter. The night manager will report to his assigned team overseer, either the vocational team, the educational team, or the Chaplaincy team.

Essential Functions

- Maintain a safe and healing environment for the residents, guests and staff through practicing the current practices of ministry within the Men's Ministry.
- Conduct incremental rounds for fire and security purposes (walk through entire building.)
- Answer phone to take messages, answer questions and refer where necessary.
- Receive incoming donations and fill-out receipts.
- October through April: Interact with guests sleeping in our chapel area as required.
- Attend to guests coming to the front door after hours (hand out blankets or assist where and when appropriate).
- Monitor chapel and assist where necessary during winter shelter months.
- Monitor security cameras.
- Be available for relational ministry – especially with men in our long-term programs.

- Participate in Portland Rescue Mission special events including holiday celebrations, outings, meetings, retreats and banquets, including weekly staff meetings and trainings.
- Demonstrate flexibility in working together as a team member for the common goals of the mission including performance of tasks outside the parameters of this job description.

Knowledge, Skills, and Abilities

- Desire to serve the Lord in a shelter/recovery ministry. Have a pleasant, gentle, grace-filled manner regarding people overall.
- Demonstrate Christian leadership, being able to dialog with men in the program, holding them accountable and confronting in a grace filled manner.
- Be able to minister effectively and compassionately to the homeless, while at the same time maintaining boundaries – serving within the guidelines and abilities of the Mission.
- Be able to deal effectively with angry hostile guests.
- General knowledge of the difficulties men face in moving from living on the street to becoming substantially employed within 18 months.
- Aware of the need to maintain a professional atmosphere in the mission and composure in other settings in the mission.
- Knowledge relevant to establishing and maintaining a vocational training program
- 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.