

# Portland Rescue Mission Women's Life Skills Manager



## Job Description

**Department:** Women's Ministry

**Work Location:**

Shepherd's Door

**Reports to:** Manager of Shepherd's Door

## Employment Status

Full Time

Part Time

On Call

Regular

Temporary

Non-exempt

Exempt

**Effective Date:** 7/19/10

**Typical Hours  
Required:**

Full Time, Monday-  
Friday (40 to 50  
hrs/week), some  
evenings and weekends  
required

## General Description of Work

The Life Skills Manager is responsible for advancing the New Life ministry for women in recovery through training and managing staff and volunteers in the delivery of life skills development to all residents at Shepherd's Door (SD) which has a capacity for 40 women plus their children. This role will also have direct operational oversight of the SD kitchen operation and the general upkeep of the SD facility, vehicles & grounds.

Since life skills are a combination of practical and social competencies, the best way to learn them is through experience. This position will be responsible for managing a team of six staff and multiple volunteers in developing and managing experience-based learning in areas such as education, work-skills, finances, housing, legal affairs, health and social. The team consists of a life skills specialist, home life specialist, kitchen manager, two advocacy specialists (focusing on finance, housing, legal and health care training & referral), and part-time nurse.

Leading the existing staff in equipping and integrating new volunteers to provide experience-based learning will be vital to the successful fulfillment of this position.

## **Essential Functions**

### ***Operations***

- Manage the kitchen manager assuring the following:
  - PRM compliant with city code
  - Vocational assignments
  - Training
  - Hospitable/welcoming environment for Community Partners, Meal Host groups, residents and staff
- Oversee the upkeep of the SD facility, grounds and vehicles in collaboration with the PRM Manager of Facilities

### ***Volunteerism***

- Collaborate with the Partnership Depart. in recruiting and placing new volunteers
- Oversee the training of staff and volunteers assisting in Life Skills delivery
- Collaborate with staff on events to train and appreciate volunteers

### ***Education***

- Oversee the provision of education development for resident women in areas including but not limited to computer skills development, GED completion, higher education, skills/career assessment, and job search training
- Collaborate with SD staff to design and maintain life skills classes for residents

### ***Work Skills***

- In collaboration with the Manager of Vocational Ministry, oversee work-skills training of residents through appropriate placement in roles of responsibility such as meal preparation, grounds and facilities upkeep, warehouse operations, etc.
- Assure residents receive training on how to train others

### ***Resident Advocacy***

- Manage the resident advocacy specialists in assisting resident women to set and achieve goals through partnership with community services and other Portland Rescue Mission departments, in areas including but not limited to:
  - Health Care
  - Permanent Housing
  - Child Care
  - Budgeting and Money Management
  - Legal Issues including child custody

### **Health**

- Manage the part-time SD nurse to assure the following:
  - Health assessment for women and children residents
  - Collaboration with Children's Center to assure correct health code compliance for residential children
  - Monitoring of health care internships at SD
  - Pharmaceutical advice with advocacy team/Pastoral Care Department
- Develop and oversee daily physical fitness activities

### **Social**

- Enhance a fun environment at SD through development and oversight of regular activities, events and outings
- Develop and oversee peer groups among SD residents
- Collaborate with SD staff in developing thematic retreats for the SD residents

### **Administrative**

- Develop, manage and evaluate an annual budget for the Life Skills Dept. at SD
- Support the Manager of Shepherd's Door in providing administrative oversight for SD and to manage according to outcomes set by the PRM's Executive Leadership team

### **General Functions**

- Engage in unscheduled one-on-one personal ministry to resident women
- Attend/lead staff meetings and other meetings/events as required
- Participate actively on the leadership team of SD

### **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.

### **Knowledge, Skills, and Abilities**

- Ten years management experience
- Five years experience in training or volunteer mobilization
- Gifted in engaging and leading women
- Desire and willingness to grow in knowledge of addictions recovery
- Ability to effectively communicate biblical concepts
- Collaborative team leader
- Possesses conflict resolution skills

- Excellent planning and organizational skills
- Excellent follow up and follow through skills
- Able to travel to multiple ministry locations
- Ability to demonstrate flexibility in working as part of the team for the common goals of the mission, including performance of tasks outside the parameters of this job description
- Possesses the ability to think logically and have good problem solving skills
- Experience in Microsoft Windows software

### **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
- Passionate about ministering life transformation
- A pleasant, kind, 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

### **Mission Statement**

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