

Position Title: Open Door Support Specialist

Reports to: Open Door Manager



Summary of Responsibilities: This is a support staff position that oversees the smooth running of the Open Door Women's Center.

The Mission Statement: To reflect the love of Christ to all who come through our doors by building relationships and offering programs that foster dignity and respect.

The Vision Statement: For those we serve, we will be a community that overcomes obstacles, celebrates transformation and realizes the full potential of all as children of God.

Statement of Faith: Employees affirm and accept the ministry of Dégagé to be a faith based organization founded on the message and love of Jesus Christ and further affirm the mission statement of Dégagé as stated above. Employees will be asked to sign a Statement of Faith at time of employment.

Qualifications:

- A strong commitment to Christ and to serving Him through word and deed to others
- A background in Social Work or a combination of college and work experience
- Strong communication skills, both verbal and written
- The ability to work with, encourage, motivate and lead people from all areas of the social spectrum
- Ability to organize, prioritize and delegate independently
- Ability to adapt to change
- Computer skills, including data entry
- Ability to work independently as well as in a team setting
- Work experience or knowledge of homeless or vulnerable populations

Specific Responsibilities

- Upholding the policies of the Open Door while demonstrating compassion and respect
- Assessing crisis situations and notify the Open Door Manager of any issues
- Clear and open communication of nightly duties, issues, and events
- Ability to attend all staff trainings and meetings
- Ensuring the women in the Open Door are safe
- Monitoring the women's behavior and interactions with one another while using restorative practices
- Opening lockers, assigning beds, and overseeing shower schedule
- Facilitating patron laundry
- Restocking hygiene items
- Ensuring shelter cleanliness at all times
- Conducting intakes and accurate data entry using Mission Tracker
- Tracking patron payments
- Assigning linens and lockers
- Assembling intake packets
- Washing, drying, and folding linens
- Overseeing chores and issuing voucher payments to the patrons
- Ability and willingness to pick up shifts when needed

Compensation: This is a Full-Time position; rate of pay will be determined at date of hire. This is an "at will" position.