

AUGUSTA RESCUE MISSION
Job Description

Position: Men's Program Manager

Reporting to the Executive Director of the Augusta Rescue Mission--

1. Evaluates all clients' progress throughout their time in the program through Treatment and Action Plans. Provides follow-up and feedback information to other staff and Executive Director.
2. Educates clients through Discipleship and Recovery classes and Life skills training, including but not limited to Anger Management, Budgeting, Character Qualities, Studying the Bible, etc., on a weekly basis.
3. Along with other staff, interviews prospective clients for entry into A.R.M. residential program.
4. Devotes daily time to clients on an individual basis (one-on-one) to provide life and skills coaching, biblical guidance, counsel, accountability, and instruction.
5. Assists each client entering Phase 2 with preparing their resumes and with the job search process. Provides coaching concerning interviewing and employment.
6. Assist the Executive Director in managing the processes of Phase 1 and 2, ensuring men are provided for and complying with mission guidelines.
7. Helps clients plan and prepare for the future regarding work, transition, and overall success.
8. Assist with Rescue Shelter oversight including case management as needed.
9. Organizes special events and ceremonies regarding the accomplishments of the clients and special church services.
10. Gives guidance regarding budgeting, saving, and spending once clients find gainful employment.
11. Handles clients' paperwork regarding classes, homework, job applications, etc.
12. Provides services in such a way as to accomplish the program and mission objectives. Functions in such a manner that reflects the mission and vision of the institution.
13. Interacts with local churches and volunteers in providing involvement opportunities in chapel, workshop, and service projects.
14. Provides case management and needs assessments to residential men of Augusta Rescue Mission.
15. Assesses clients' practical and spiritual needs and assists them in using their faith in dealing with life history, illness, trauma, stress, and negative/positive growth.
16. Demonstrates the knowledge and skills necessary to provide a safe environment and communicate effectively with men from all backgrounds and all age groups served by the Augusta Rescue Mission.
17. Helps coordinate Chapel Services including providing music and biblical message when needed.
18. Must be able to provide written reports and give metrics concerning the clients and overall health and success of all resident programs.
19. Performs all other duties as seen necessary by the Augusta Rescue Mission and Executive Director.

MEN'S PROGRAM MANAGER
Qualifications

- Preferably College degree, certificate, and/or experience in related field, specifically in Case Management, Christian Ministry/Discipleship, and Addiction and Recovery.
 - Previous experience in “Rescue Ministries” or Transformation programs a plus.
 - Knowledge of Christian Recovery (Example: AA, Celebrate Recovery, etc.)
- Experience creating action plans and setting SMART goals is preferred.
- Must be a mature Christian with proven commitment to a healthy church community.
- Must have excellent people skills, especially with homeless men.
- Must have a valid driver’s license and clean driving record.
- Must be on call, in the event of an emergency and flexible in working hours.
- Must be self-motivated, organized, and optimistic.
- Must be able to work on a team.
- Must have a heart for the type of work being done at the Augusta Rescue Mission and concerning its mission in “Rebuilding Lives in Christ.”
- Must always maintain excellent Christian Character and represent Jesus Christ and the Augusta Rescue Mission well in the community.
- Must be able to agree to the Statement of Faith, Beliefs, and Conduct of the Augusta Rescue Mission.