

Men's Center Director
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updated 7/23/2018

Qualifications:	Education: Bachelor's degree mandatory or Master's Degree preferred in social services, behavioral health, education, ministry, or related field. Minimum of 2 years of experience in administration, social service program development, staff supervision, counseling, and/or case management. Preferred experience in a Christian not-for-profit substance abuse or homeless ministry. Skills: interviewing and interpersonal relationship skills; organization abilities, management and leadership experience; public speaking abilities; flexibility; knowledge of local resources; bilingual a plus; evangelical Christian with ability to teach Biblical principles
Physical Demands:	Physical effort may lead to physical fatigue. Caring for guests/students can be physically demanding. This Individual will be lifting and carrying bags and equipment, and will spend time sitting at a desk or walking, lifting and pushing. This Individual will be expected to clean and maintain personal work equipment and personal work area, and will move throughout the community with guests/students. This Individual will come in contact with guests/students who are ill and/or contagious, and must take precautions to ensure the health and safety of all children, parents, staff and themselves.
Mental Demands:	Work conditions may also lead to mental or emotional fatigue. Caring for guests/students/staff can be emotionally and mentally stressful. This Individual must ensure that guests/students are supervised at all times and that guests/students are involved in safe and appropriate activities. At times there will be a number of activities or issues that are happening at once that require immediate oversight. This individual must also be prepared to handle accidents and emergencies as they arise.
Employment Status:	Full-time; exempt; eligible for benefits and paid time off
Reports to:	Director of Programs
Salary Range:	\$45,000 Level 3 Vacation

Responsibilities & Duties

Direct Services Supervision 60%

- Oversight of all activities of MC in collaboration with the Director of Programs
- Supervision of Coordinators (Direct Reports) Coordinators include: Guest Services Coordinator, Recovery Services Coordinator and Pastoral Care and Education Coordinator
- Provide guidance and direction to each of the Coordinators
- Evaluate each Coordinator's work performance
- Coordinate training opportunities for professional development and enhancement of job performance of Coordinators and the staff
- Assist the Coordinators with the establishment and accomplishment of goals and objectives for each service area

- Assist with curriculum development as needed
- Evaluate service delivery effectiveness of each service area
- Coordinate ongoing meetings with coordinators to communicate information, review overall service delivery, and discuss guest or ministry issues
- Assess and address any equipment deficiencies
- Approve outings and volunteer service projects
- Observe, on occasion, the classes and chapel services to ensure that the teaching and environment is of high standard and effectiveness
- Ensure that the grace based program and foundation of operation is being appropriately and successfully implemented
- HMIS (Homeless Management Information System)
 - a) Serve as Site Administrator
 - b) Monitor the staff member(s) who are doing the data entry to ensure compliance with regulations and expectations of HMIS, as well as meeting requirements for Coordinated Entry and the COC case management plan
 - c) Make entries into the system as needed
 - d) Checks data for completeness and accuracy
 - e) Assure GRM has a representative (Guest Services Coordinator normally) attend HMIS meetings to comply with HMIS requirements
 - f) Develop along with the Guest Services Coordinator the relationship with HMIS lead and ongoing communications as necessary
 - g) Determine who needs access to HMIS and see that they receive proper training and license and monitor their use
 - h) Coordinate with partner organizations the SPDAT assessments and housing options for guests and recovery students

General Duties in collaboration with the Director of Programs (30%)

- Assist the Director of Programs with the development of the annual budget (during Jan-March)
- Monitor monthly & YTD budget and financial matters within the MC including approval of all expenditures, and review petty cash for accuracy
- Develop and maintain positive relationships with outside agencies, referral sources, and partner on site organizations
- Assure our guests and students are receiving the assistance and support from the on-site partner organizations and services as they have need
- Help develop and maintain healthy and productive relationships between centers and other departments including coordinating schedules or activities to meet the needs of other GRM centers/departments
- Develop and implement changes in service delivery or programs in collaboration with Director of Programs
- Develop, establish and implement policies and procedures, including manuals
- Ensure that directives of Director of Programs and/or other executive staff are carried out
- Assure adherence of staff to mission, philosophy and policy/procedures of GRM (Christian principles and practices, Grace based model, service to guests/students)
- Assure that the MC is in compliance with regulations of the government and other entities that have oversight of GRM
- Communicate and coordinate needs with safety and security department and report and resolve any security or safety issues
- Ensure that staff are following any required best practices such as proper child restraint, guest/student confidentiality, case reporting and documentation, notification of child abuse to authorities, etc.
- Participate in interviewing, hiring, training, evaluating, disciplining and recommending termination of staff as necessary in collaboration with the Director of Programs and HR Supervisor
- Intervene in staff and guest/student issues

- Intervene in volunteer issues in conjunction with the volunteer coordinator
- Provide conflict resolution and mediation for issues between staff/staff, staff/guest, guest/guest or volunteer/staff /guest
- Assist the Director of Programs and HR Supervisor to resolve any human resource situations
- Help resolve all complaints of guests, staff and outside entities as needed with the assistance of Director of Programs, HR and other Executive Staff as necessary
- Manage your employee web based time and attendance records
- Coordinates and plans all MC staff retreats
- Attend outside events as needed and attend special meetings internal or external
- Establish agenda for and chairs all staff meetings (or appoint someone)
- Attend Executive staff meetings as required
- Maintain a personal balance between work and outside work activities for the protection of your personal spiritual, physical, mental and emotional well being

Other (10%)

- Assist the Director of Programs and HR Manager to resolve any human resource situations
- Participate in interviewing, hiring, training, evaluating, disciplining and recommending termination of staff as necessary in collaboration with the Director of Programs and HR Manager
- Attend Executive staff meetings as required
- Attend outside events as needed and attend special meetings internal or external
- Manage your employee web based time and attendance records
- Other duties as assigned
- Philosophy of Ministry – Ensure that you and your department employees follow our ministry philosophy:

Gospel Rescue Mission is a 501 (c) (3) not-for-profit religious organization that provides social service programs to the homeless and working poor populations. Everything we do in this ministry should be centered in the will of God and in honoring the name of Jesus Christ.

Employees of Gospel Rescue Mission Choose To Participate in our Grace Based Environment by:

- Role modeling Christ-like attributes and values through our personal actions, words, and attitudes.
- Maintaining a safe, transparent, and healing environment that is based on Grace, Truth, and Love, and encourages trust and authenticity without fear.
- Embracing the accountability process, that leads to self-evaluation personally and for guests and students.
- Teaching and mentoring students and guests in every opportunity by using Biblical precepts.
- Building healthy, loving, and compassionate relationships with guests, students, and staff while establishing healthy and safe boundaries.
- Maintaining a personal lifestyle of integrity, honesty, and responsibility.
- Praying with guests, students, and staff.
- Agreeing in principle and in practice with the statements of Vision, Mission and Values of the Gospel Rescue Mission of Tucson.

It is the policy of Gospel Rescue Mission to complete a background check, drug test and motor vehicle authorization on applicants in the conditional offer stage.