

- Position/Title:** Evening Resident Care Officer
- Classification:** Full-time/Part-time, Non-Exempt
- Compensation:** As approved by the Executive Director and the Board of Directors. For benefits information, please refer to the SRM Employee Manual.
- Accountability:** Reports to the Director of Operations. A periodic performance evaluation will be conducted by the Director of Operations with input from peers.
- Ministry Purpose:** Consistent with Romans 12:9-15 and Ephesians 4:11-12, the Morning Resident Care / Evening Resident Care monitors Men's New Life Program's residents, housing, activities, needs and behaviors, assisting staff members in maintaining SRM policies, procedures, schedules and disciplines and to oversee warehouse inventory controls and distribution to various SRM programs.
- Responsibilities:** The following constitute the major responsibilities of the Morning Resident Care / Evening Resident Care:
- I. Spiritual**
    1. Seek to be a role model in attitude, speech, and actions in a consistent daily walk with Jesus Christ.
    2. Be prepared to communicate SRM's religious beliefs to volunteers, guests and general public.
  - II. Security and Building Maintenance**
    1. Promote physical welfare, safety and protection of those in the residence, on staff, or volunteering services.
    2. Maintain the building and grounds free of violence, inappropriate language, alcohol, drugs, gambling, pornography, weapons and physical damage. Do not engage in violence; call police for support.
    3. Check all areas of building to make sure lights are off when not in use and areas to be secured are locked.
    4. Support staff in upkeep and maintaining Mission buildings, vehicles, equipment and grounds to include records of safety and security precautions promoting a safe and healthy environment. (*Prov. 10:4; Col. 3:23*)
    5. Plan house cleaning work activities with the Director of Operations.
    6. Communicate, plan, and implement property projects and renovations with the Director of Operations and/or the Executive Director.
    7. Assist all staff and the Executive Director in maintaining federal, state and city code safety compliances. (*Rom. 13:1-2; Titus 3:1*)
    8. Operate any assigned motor vehicles for transportation with safety in mind and obey all state and local laws.
  - III. Resident Care**
    1. Support staff members in maintaining the discipline of the house as found in the SRM "Residents Handbook for Men's New Life Program"; Communicate with peers before implementation whenever possible (all restrictions, suspensions, dismissals and suggested program activities).
    2. Assist Program team members to orient and monitor resident activities, behavior, habits, needs, progress and hygiene.
    3. Be available to assist new residents as they settle in making sure they clearly understand all policies, procedures, bed and task assignments.
    4. Record beds assigned and referrals made.

5. Administer alcohol and drug screenings as required or scheduled.
6. Be present for the morning devotional or evening chapel service when on duty. Assure that it stays within time frame allotted and residents respect speaker.
7. Assist in taking daily roll calls of the men residing and participating in SRM programs.
8. Assist in conducting weekly room inspections with assigned staff for all residents in the Men's New Life program dorm.
9. Maintain good judgement and discretion in handling client confidentiality and other matters.
10. Develop and maintain a client referral network accessible to program staff.

#### **IV. General**

1. Adhere to the Springfield Rescue Mission's policies, procedures and statement of faith and promote the Mission policies to volunteers and guests.
2. Attend staff meetings and be prepared to share information as needed. Part-time staff will attend staff meetings per the invitation of the Executive Director.
3. Provide a monthly report of activities, vendor use, accomplishments and future projects to address to the Director of Operations.
4. Record any accidents or incidents to Business Office within 24 hours.
5. Possess clear and effective written and verbal communication skills, problem and conflict resolution skills and Microsoft office programs proficiency.
6. Be physically able to lift up to 40lbs with or without assistance. To avoid injuries, always seek assistance while lifting odd sized objects.
7. Become CPR Certified within 1 year of starting date of employment and maintain that certification. SRM will pay for program staff's first CPR training; thereafter it is the staff member's responsibility to maintain his/her CPR certification as a requirement of his/her future employment.
8. Participate in seminars, workshops and conventions as assigned by the Director of Operations or Executive Director.
9. Perform other duties as situations require or that are assigned by the Director or Operations or Executive Director.

#### **Qualifications:**

- College degree or related work experience in building, maintenance and warehouse management and assisted living supervision.
- Must be a non-smoker.
- Be a born-again believer in the Lord Jesus Christ as expressed by a personal testimony and Christian conduct. (Rom. 10:9; Gal. 2:20; Titus 3:3-7)
- Regularly attend and be a member in good standing of a recognized Protestant Evangelical Church. (Heb. 10:24-25)
- Have a genuine concern for the salvation of souls and the spiritual welfare of guests and clients. (Matt. 29:18-20; 2 Tim. 2:24-26)
- Agree with, and adhere to, the "Statement of Faith" and policies of the Rescue Mission.
- Abstain from the use of alcoholic beverages, tobacco products, legal (ex. Marijuana) and illegal drugs, and gambling on premises or at any or all Rescue Mission-related functions. Abstain from the use of legal (ex. Marijuana) and illegal drugs and gambling off premises. Abstain from alcohol abuse and intoxication. (Eph. 5:18; Matt. 6:24; Heb. 13:5)
- Have a lifestyle that is free of sexual sin, including homosexuality, pornography, and sexual harassment. (1 John 2:15-16; 1 Cor. 6:9-10; 1 Thess. 4:3-6)
- Have high standards of personal hygiene and housekeeping relative to appearance, clothing and office area. (I Cor. 6:19-20; Luke 16:10)

- Have the ability to work in harmony with other staff members as a team player. (Phil. 2:1-4)

This job description covers the most significant duties but does not exclude other assignments not mentioned such as training assignments, related duties or temporary assignments.

Reasonable accommodations provided for an employee with disabilities will be determined on an individual basis, influenced by the specific needs of the individual employee and the resources of the Springfield Rescue Mission.

It is our sincere hope that your association with the Springfield Rescue Mission will be of long duration and that it will be rewarding and beneficial to you, the Springfield Rescue Mission and those we serve. However, The Springfield Rescue Mission has the right to terminate an employee at any time without cause and the employee has the right to leave at any time as per our "At Will Employment Policy".

**I hereby agree that this is a Christian ministry. In accepting this position I agree to adhere to the SRM "Statement of Faith", as found in the Employee Manual.**

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Signature

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Date