

MEN'S DIRECTOR/CHAPLAIN JOB DESCRIPTION

Principal Functions:

The Men's' Director/Chaplain is responsible to the Executive Director for the management for the Men's living at the Mission and Spiritual well being of the men and women.

Work Hours:

Monday through Friday 8:00AM-5:00PM

Be on call every other weekend

Responsibilities:

1. Responsible to perform intake, case management and exit reporting requirements.
2. Conduct random drug and alcohol testing on the men in the Program.
3. Compile the required monthly program data in a timely manner and check for accuracy.
4. Perform daily data-entry for all men receiving shelter services.
5. Supervise the men in positions of work responsibility to ensure the daily operations are being carried out properly.
6. Work with other community agencies to coordinate services and to answer the needs of the men in the program.
7. Make regular inspections of the facility and report problems and recommended corrections to the Executive Director.
8. Will maintain medication records and ensure medications are secured and distributed properly.
9. Will enforce all rules and regulations established by the Executive Director.
10. Will remove all individuals that do not adhere to the admission rules or who create issues that affect the safety of others receiving services.
11. Order supplies for the facility and program operations and maintain records.
12. Work as part of a team with the other Klamath Falls Gospel Mission staff and community partners.
13. Act in the place of the Executive Director in his absence.
14. Perform other duties as outlined by the Executive Director.
15. Make decisions regarding appearance, behaviors and actions, which align with the Bible and with the Klamath Falls Gospel Mission policies.
16. Serve as Chaplain to the men and women at the Mission.
17. Work with the individuals and Church groups who speak at the Gospel Mission.
18. Post the Chapel schedule each month.
19. Provide Crisis intervention and counseling when needed.
20. Speak in lieu of scheduled Chapel speakers or Bible Study teachers in their absence.

Qualifications:

1. High School graduate or equivalent.
2. Have two years of work experience or required skills to perform duties of the position.
3. Valid Oregon Driver's License.

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Salary and Benefits:

1. Salary to be determined by Board of Directors.
2. Salary will be reviewed annually, and determined by funding availability and performance evaluation.
3. 2 Weeks paid Vacation.

Men's Director/Chaplain

Date

Executive Director

Date