

JOB TITLE: Alpha Acres Evening Program Supervisor

STATUS: REG/PT/NE

REPORTS TO: Alpha Acres Program Manager

SCHEDULE: 29 hours per week
(exact schedule determined by supervisor)

DEPT: Programs - Alpha Acres

REVISED: 7/19/2019

Winston-Salem Rescue Mission (WSRM) is a Christian, non-denominational service ministry, meeting the physical, emotional, and spiritual needs of hurting people in the Triad area so that we might proclaim the gospel of Jesus Christ and bring glory to God. WSRM considers every position one of ministry and a vital and valued part of our staff. Therefore, it is essential that all employees of WSRM have a personal relationship with Jesus Christ and subscribe to our Mission, Core Values, and Statement of Faith.

SUMMARY OF POSITION:

Ensure the safety and security of residents. Maintain the structure of the program to facilitate growth towards a healthy, addiction-free, God-honoring life. Serve as a support and teacher to residents at the Alpha Acres campus located in Yadkinville, NC. Assist residents to acquire the discipline to live a life that is Christ centered in accordance with the WSRM mission and core values.

DUTIES AND RESPONSIBILITIES:

Interactions with Alpha Acres Residents

- Uphold, promote, and encourage the desired WSRM culture and core values.
- Share the Gospel in word and deed, encouraging growth in Christ.
- Establish and maintain a culture of grace that is glorifying to the Lord.
- Coordinate studies nightly with the residents (except for Wednesday night when attending a church service).
- Facilitate compliance of WSRM's resident conduct guidelines, performing drug/alcohol and other testing when needed.
- Assist with resident intakes when necessary, including,
 - Issuing registration packets
 - Reviewing resident handbook
 - Competing urinalysis
 - Checking belongings for disallowed objects
- Perform periodic room searches with another staff member.
- Monitor Alpha Acres residents phone usage and television programs watched.
- Provide transportation to residents to various locations as needed.
- Provide access to medications and monitor in accordance with WSRM policies and procedures.
- Document incidents and write-ups in an accurate and timely manner and submit reports promptly to Alpha Acres Program Manager.
- Respond to and diffuse situations before escalation; handle disputes and altercations appropriately.

General

- Understand and operate all security systems including alarms, fire panel, and smoke detectors.
- Respond appropriately to emergency situations such as fire, water damage, or accidents.
- Perform fire drills and inspect extinguishers monthly.
- Represent Alpha Acres on the WSRM Safety Committee, attending monthly meetings.
- Answer phone calls as necessary.
- Interface with program staff as needed; regularly meet with supervisor.
- Make copies of med sheets, passes, and phone logs as needed.
- Perform other duties as assigned.

EDUCATION/EXPERIENCE:

- High school diploma/GED required.
- Bachelor's degree preferred, preferably in Biblical Studies, Human Services or a related field.
- Previous ministry experience preferred, such as pastoral, missions, or church related.
- Experience in working with substance abuse/addiction recovery preferred.

SKILLS & QUALIFICATIONS:

- Christian with a ministry mindset, utilizing the skills, training and experience God has provided.
- Mature Christian with the passionate belief and commitment to invest in individuals, demonstrating Christ's love and grace through relationship healing and practical assistance.
- Sound knowledge of the word of God and the ability to apply Biblical truths to life, committed to studying God's Word on a daily basis.
- Attitude of teachability, able and willing to learn from own mistakes and model servant-leadership.
- Strong interpersonal skills - able to listen and guide according to Biblical principles and individual needs.
- Effectively and practically communicate and counsel according to Biblical concepts of grace, truth, and love.
- Exercise sound judgment and discernment, demonstrating proficiency in analysis, problem solving, mediation and conflict resolution.
- Handle crisis and unexpected situations with calm and clear thinking, demonstrating cooperation and sound judgment to bring resolution.
- Able to work with people in varied circumstances related to substance abuse/addiction recovery; ability to treat individuals with dignity and respect in all situations.
- Good communication skills - written, verbal, and instructional.
- Good organizational and time management skills.
- Computer literate, knowledgeable in Microsoft Word, Excel, and Internet
- Highly ethical, honest, dependable, trustworthy, and professional.
- Valid North Carolina driver's license.

WORKING CONDITIONS/PHYSICAL FACTORS:

The work is typically performed indoors interacting with residents. The employee occasionally lifts light and heavy objects, weighing up to 40 pounds. Frequent walking around the farm and property is also required.

EQUIPMENT/TOOLS USED:

- Computer (Internet, Excel, Word, etc.)
- Drug test kit / equipment
- Copier/Scanner/Printer

Employee Signature

Date