Great Falls Rescue Mission
A Beacon of Hope Since 1963

Cameron Family Center

Weekend & Evening Supervisor Job Description

Organization

The Great Falls Rescue Mission (GFRM) is a Christian, non-profit organization that has been serving the homeless in North Central Montana through emergency services and long-term recovery programs since 1963. GFRM partners with a large number of volunteers and local churches to meet the spiritual needs of the people we serve. The Great Falls Rescue Mission Cameron Family Center provides a continuum of care specifically tailored to the needs of homeless families offering shelter, meals, intervention, substance abuse recovery, and life skills development.

Summary

The Supervisor is a source of both Biblical and practical support/guidance to the clients of the GFRM Cameron Family Center, including case management and the enforcement of GFRM polices and house guidelines. This is a full-time or part-time, non-exempt position, reporting to the GFRM Cameron Family Center Director. Compensation is commensurate with skills and experience. This position includes benefits, if hired full-time.

Essential Duties & Responsibilities

• Maintain guest caseload with regular one-on-one oversight of client program progress, and oversight of clients' medical and family-related issues
• Assist program guests to achieve goals as outlined in their individual programs
• Perform intake interviews for program candidates, as needed
• Maintain accurate client documentation and other pertinent paperwork/reports
• Promote the physical, spiritual, emotional, personal, educational, and vocational welfare of the program guests in a Gospel context
• Present and explain the Gospel to assigned guests, as opportunities are presented, ensuring they understand the message completely and recognizing God alone is responsible for the outcome
• Serve with a Christ-like character at all times, demonstrating the Fruit of the Spirit in all interactions with clients and guests ("love, joy, peace, patience, kindness, goodness, gentleness, faithfulness, and self-control" Gal. 5:22-23)
• Serve as a liaison between guests and other organizations as appropriate
• Accurately complete job assignments, agency forms, and written documents within assigned deadlines
• Keep GFRM Cameron Family Center Director and other staff informed of any problems or potential problems, including drug use and any other discipline issues
• Conduct routine room inspections and searches
• Conduct self in a safe manner at all times and help maintain a safe working environment at all times
• Secure the Cameron Family Center each evening as well as open the building on the weekends

Other Duties & Responsibilities

• Driving duties, as needed
• Participation in spiritual and professional development training as assigned by the GFRM Cameron Family Center Director
• Other duties as assigned by GFRM Cameron Family Center Director

Qualifications

• A solid Bible-based evangelical Christian faith, compatible with GFRM's Statement of Faith
• Must have compatible theology with GFRM's core values
• Valid Montana driver's license and insurable under GFRM's policy

Skills

• Must be a team player, have good communication skills, and have strong listening skills
• Excellent people skills, with proven ability to encourage and motivate others
• Teachable spirit and willingness to submit to leadership
• Self-motivated, exhibiting responsibility, maturity, integrity, and dependability
• Genuine burden to see people come to Christ
• Able to give counsel, based on Biblical truths and practical tools
• Able to teach program classes as needed
• Committed to team participation. Must be effective in working with staff
• Must be an initiator who can work under deadlines

Physical Demands

• This position requires extended times of work in an office environment, in meetings, as well as extended time on your feet
• In cooperation with other ministry activities, lifting of up to 50 pounds may be required, as well as physical activity associated with ministry events such as setting up tables and chairs, loading and unloading event supplies

Software & Equipment

• Must be familiar with Windows, Microsoft Word, and Excel
• Must be familiar with basic office equipment, such as computers, copiers, and printers

Work Environment

This position will function to a large degree in a community environment. Part of normal duties for this position will include interaction with an at-risk population where errant behavior and disease risk may be present. Appropriate safety considerations will be required to avoid illness or injury.

Applications can be picked up and are accepted with your resume at:

Great Falls Rescue Mission
Administration Office
408 2nd Avenue South, East Entrance
Monday – Friday
8:30 am – 5:00 pm
(406) 761-2653

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