Women's Shelter
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 Christ-centered long-term recovery programs since 1963. GFRM partners with local churches to meet the spiritual needs of the people we serve. The Great Falls Rescue Mission Women's Shelter provides a continuum of care specifically tailored to the needs of homeless women offering shelter, intervention, substance abuse recovery, Biblically based counseling/education, life skills development, with a view toward vocational training, employment and re-integration into the community.

Summary
The Supervisor is a source of both Biblical and practical support/guidance to the guests of GFRM Women's Shelter including Biblically based life advisement, classes, and assistance toward completing goals identified by both the guest and supervisor. This is a part-time or full-time, non-exempt, regular position located in Great Falls, Montana, reporting to the GFRM Women's Shelter Director. Compensation is commensurate with skills and experience.

Essential Duties & Responsibilities
- Perform intake services to include explanation of rules/policies/tour of facility
- Assist guests to identify and achieve goals as outlined in their individual plans through regular one-on-one meetings, oversight of progress toward achieving said goals, and oversight of other. guest concerns include medical, legal, and family related matters.
- Maintain accurate guest documentation and other pertinent paperwork/reports
- Share the Gospel of Christ Jesus with guests, volunteers, and other visitors through grace-filled interaction
- Promote the physical, spiritual, emotional, personal, educational, and vocational welfare of guests in a Gospel context
- Serve with a Christ-like character, demonstrating the Fruit of the Spirit in all interactions with guests, visitors, and other staff ("love, joy, peace, patience, kindness, goodness, gentleness, faithfulness, and self-control" Gal. 5:22-23)
- Act as a hub for sharing all information concerning the guests under your care
- Serve as a liaison between guests and other organizations/agencies as appropriate
- Accurately complete job assignments, agency forms, and written documents within assigned deadlines
- Keep GFRM Women's Shelter Director and other staff informed of any problems or potential problems including but not limited to illegal drug use, criminal activity, and/or any other behavioral issues
- Conduct routine room inspections and searches
- Implement and follow-up on safety protocols, reports, inspections, and meetings
- Communicate truth, and practice integrity in all matters
- Conduct self in a safe manner and help maintain a safe working environment at all times

Other Duties & Responsibilities

- Occasional driving duties, vehicle inspections, and maintenance coordination
- Participation in spiritual and theological training as assigned by the GFRM Women's Shelter Director
- Other duties as assigned by GFRM Women's Shelter Director

Qualifications

- Have a solid Bible-based evangelical Christian faith which aligns with GFRM's Statement of Faith and core values
- Member of a solid Bible-based evangelical church
- Valid Montana driver's license and insurable under GFRM's policy

Skills

- Must be able to effectively multi-task, be a team player, have good communication 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 have people come to Christ
- Able to counsel, based on Biblical truths and practical tools
- Able to teach a variety of classes
- Committed to team participation. Must be effective in working with staff within the facility.
- Must be an initiator who can work under deadlines

Physical Demands

- This position requires extended times of work in an office environment, in meetings and working at a desk and computer
- 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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