



Job Description

Department: Grace Place

Position: Part-time Care Coordinator (Weekends)

Saturday 12:30pm-10:30pm & others shifts as negotiated/available

Reports to: Director of Grace Place

Summary: The Part-time Care Coordinator is the second shift employee that covers the operations of Grace Place from 12:30pm -10:30pm on Saturday. The position may also have shifts available other times as needed or negotiated. This person will answer phones, direct volunteers, accept donations, ensure that the residents are completing their chores, and oversee activities/classes. They will also document if there is any curfew or other violations in the evening, and perform random drug tests as directed.

RESPONSIBILITIES:

1. Meet regularly with residents to ensure appropriate completion of chores and documenting attendance to evening meetings.
2. Provide direction to volunteers and residents in the evening to make sure meals, classes, and Bible studies go according to plan.
3. Assist in providing approved alternate activities in case of a cancellation or delay in programming.
4. Complete random drug tests, and contact the case manager or Director as needed.
5. Document in Charity Tracker software any pertinent progress, conversations, drug tests, or disciplinary actions.
6. Work in cooperation with the Grace Place House Mentor, Case Manager, and Director of Grace Place to provide support to residents in a holistic way, and attend meetings to assist in collaborative progress of the house.
7. Hours of employment may need to be flexible to meet the needs of Grace Place.
8. Receive updates from the Director & Case Manager and give updates to the House Mentor on a regular basis.
9. Remove personal items of a person who is exited from the program if not taken, and wash linens to prepare for the next participant.
10. Check that all residents retire to their bedrooms at the appropriate time, and all exterior door alarms are set for the building.

11. Monitor video cameras, and answer the phone as able.

12. Complete other activities as assigned.

Qualifications:

Personal

- Willingness to offer spiritual care (i.e. prayer) to clients.
- Spiritually mature Christian.
- Welcoming demeanor when interacting with volunteers and residents.

Education and Experience

- High school diploma or equivalent
- Experience with addiction and at least 1 year of documented recovery.
- Peer support certification preferred.

Knowledge

- Knowledge of addiction and recovery process
- Knowledge of empowerment theory, motivational interviewing, and client-centered services.

Skills and Abilities

- Effective oral and written communication.
- Ability to serve residents with a variety of needs.
- Ability to maintain a high level of confidentiality and discretion.
- Ability to work independently and as a member of a team.
- Problem solving and solution focused.