



## Re:Center Ministries

**Title:** Program Aid – LifeChange Program

**Reports to:** Director of Ministry Programs

**Classification:** Part-time

**Hours:** Flexible Schedule, 10-20 Hours per Week (Monday-Sunday, 11:30p-6:30a)

**Position Summary:** The Program Aide is responsible for supporting Re:Center Ministries programs, including the LifeChange Program's Stability, Recovery, and Transition phases. This position requires good organizational/administrative skills while possessing the ability to identify, assess, and resolve crises, when necessary. The Program Aide will be required to work independently while maintaining appropriate documentation/records of events during scheduled shift(s). Finally, the Program Aide will exemplify Christ in all aspects of their work, including communications with residents and staff, completion of assigned tasks, and dependability.

### **Primary Functions & Responsibilities:**

- Contribute to the overall ministry and mission of Re:Center Ministries through exemplary behaviors, attitudes and communications.
- Manage check-out process of LifeChange: Stability guests, ensuring they exit the facility on time and with all personal belongings stored and bed/bunk area neat, clean, and organized.
- Provide support for the Director of Ministry Programs through effective oversight of guests/residents during scheduled shift, ensuring guests/residents are completing assigned tasks efficiently and effectively.
- Work cooperatively with all Re:Center staff to improve programs/services and advise Director of Ministry Programs of any issues related to and affecting the programs.
- Maintain accurate, current documentation of all relevant activities during scheduled shift.
- Ensure each resident is compliant with program rules and regulations, holding noncompliant residents accountable for any violations.
- Monitor completion of guest/resident chores, holding guests/residents accountable for failure to adequately complete chores as assigned.
- Monitor the medication process for each LifeChange: Stability resident, including proper storage, accessibility, and accountability – ensuring residents are compliant with taking medications as prescribed.
- Return medications to appropriate guests upon check-out each day.
- Conduct alcohol and drug tests on guests/residents at random and/or when suspicions of use exist.
- Perform regular walk-throughs of the entire facility, ensuring the grounds and facility are safe and secure, contacting emergency response personnel when necessary.
- Exhibit strong oral and written communication skills through regular interactions with volunteers, phone conversations, and documentation/reports of necessary activities during scheduled shift.
- Coordinate and execute disaster evacuation and fire drills, ensuring all systems are functioning properly and disaster plans are being followed.
- Maintain prompt, regular attendance and demonstrate accountability in performance of duties.



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- Identify, appropriately resolve, and document any incidents resulting in the assistance of emergency services including LMPD, LMFd, and EMS.
- Other duties as assigned through appropriate channels of supervision.

### Job Requirements:

- Demonstrated commitment to the mission of Re:Center, including Philosophy of Ministry, Statement of Faith, and Core Values
- Commitment to maintaining high integrity, character, and transparency in accordance with the Re:Center Code of Conduct.
- Demonstrated ability to:
  - Analyze complex problems and develop effective solutions
  - Speak effectively and provide clear and concise written reports
- Excellent organizational skills

### Qualifications:

- Minimum of a high school diploma, preferably actively pursuing or holding a bachelor's degree from an accredited institution
- Must successfully complete application (including references), interview process, and background check
- Must have a valid driver's license

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee regularly is required to stand, walk, sit, use hands/fingers, and reach with hands and arms. Must be able to climb stairs.

The employee frequently lifts and/or moves up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

*Requirements listed are representative of minimum levels of knowledge, skills, and/or abilities. This position description is not meant to imply that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by the supervisor.*