

Direct Contact Staff - Job Description



SUMMARY: *Direct Contact Staff works at the direction of the Executive Director in collaboration with the Director of Ministry, Activity, Staff, and Food Services. The primary responsibility of the Direct Contact Staff is to provide support to the residents at Choose Life Ministry's, Homestead for Hope. Staff work closely with residents in attaining personal development, growth, and life skills. They promote spiritual and social activities to enable the resident to attain her full potential in all areas.*

MINISTRY OVERVIEW:

Choose Life Ministry is a small 6-month, biblically-based, residential program for women aged 18-29 who are seeking freedom from life-controlling issues; located in a rural setting in Southeastern Saskatchewan. At Choose Life Ministry everything we do revolves around our faith in God and the message of the gospel of Jesus Christ. We expect the highest level of integrity in our staff operating in the values of love, trust, excellence, accountability and freedom.

ESSENTIAL DUTIES:

- Willingness and ability to work in a manner that aligns with the mission, vision, and core values of Choose Life Ministry.
- Promote an environment and program that is supportive and nurturing.
- Have a working knowledge of the application and implementation of program procedures and standards as outlined in the Resident Handbook
- Supervise residents daily ensuring their safety.
- Maintain reasonable control, enforce rules, and discipline.
- Support residents' spiritual and physical needs in ministry and activity programming where necessary, such as daily devotions, evening teaching, work projects, and fitness, etc.
- Involvement in the planning and implementation of the program schedule in conjunction with staff.
- Demonstrate an understanding of the psychological and social dynamics of working with residents coping with addictions and other life-altering challenges.
- Maintain a safe, clean, and harmonious environment for residents and staff.
- Effectively communicate with residents and staff to ensure coordinated and consistent approaches to residents are applied.
- Assist in resolving any conflicts that may occur during shift.
- Endeavour to develop strong positive rapport with both staff and residents.
- Responsible for assisting with any type of resident and facility emergencies that may arise during the shift.
- Ability to mentor, motivate and inspire residents.
- Ability to be flexible as plans change, excelling at multitasking and problem solving.

GENERAL DUTIES:

- Attend and participate in staff meetings.
- Carry a cell phone and keys at all times.
- Report daily and weekly on resident progress
- Administer and record medication to residents in accordance with established policies
- Responsible for transportation of residents to and from specific destinations including, but not limited to; programming sites, doctor's appointments, planned activities, church, and other destinations as required.
- Ensure the accuracy of all daily logs, incident reports, and other pertinent documentation as necessary.
- Ensure residents practice proper hygiene and assigned chores are done properly.
- Other related duties as required.

QUALIFICATIONS:

- Demonstrates a strong Christian character.
- Basic Biblical knowledge.
- Ability to lead effectively in a demanding, client-oriented, ministry environment.
- Outstanding interpersonal and communication skills, effectively relaying information both verbally and in writing, with management, peers, and residents.
- Works well with others; strong collaboration skills.
- Demonstrates ability to be self-motivated and take initiative.
- Excellent organizational and time management skills.
- Ability to work a flexible schedule, including nights and weekends.
- Strong work ethic and positive team attitude.
- A role model who demonstrates mature, responsible behaviour.
- Demonstrates ability to clearly transmit and receive information by text, email, phone and in person.
- Ability to work in both indoor and outdoor environments, sitting and standing for long periods of time.
- Minimum 1-3 years' relevant work experience in social based type vocations, preferred.
- First Aid certificate, ASIST, Non-Violent Intervention, and/or Crisis Prevention Intervention certificate, preferred but not required.
- As per a ministry program component, completion of the Freedom Session discipleship course.

PRE-EMPLOYMENT REQUIREMENTS:

- Satisfactory Criminal Record Check.
- Valid class 5 Driver's License.
- Minimal grade 12 high school diploma or equivalent.
- Successful applicant must provide proof of qualifications.

SALARY & BENEFITS:

Salary and benefits are negotiable based on qualifications and experience.

FURTHER INFORMATION CONTACT:

Shelley Boyes, Executive Director
 Phone: (306) 485-7590
 Email: slboyes@sasktel.net

APPLICATION PROCEDURE:

Eligible candidates may apply via:
 Website: www.chooselifeministry.ca
 Email: slboyes@sasktel.net.
 Fax: (306) 925-4808

The above information has been designed to indicate the general nature and level of work performed by an employee in this position. It is not to be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications that may be expected of Direct Support Staff. Management has the right to add, revise, or delete information in this description at any time.

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