



JOB DESCRIPTION

Position	Department	Reports to
Program Coach Women	Gateway Addictions & Discipleship Program	Program Director
Employment Status/Schedule	FLSA Status	Salary Level
Full Time; 1 st shift	Exempt	4
Location	JD Number	Last Update
Gateway Center	06-04	6-14-22

Purpose/Mission/Vision

Gateway Mission is a 501 (c) (3) non-profit ecclesiastical ministry operating under the direction of a volunteer Board of Directors elected from a broad cross-section of Christians in the community. Our mission is to declare and demonstrate the love of Jesus by providing housing and programs for the homeless and less fortunate. Our vision is to equip each person we serve to follow Jesus and live as a productive citizen. Gateway Mission considers every position one of ministry and a vital and valued part of our team. Therefore, it is essential that all employees of Gateway Mission have a personal relationship with Jesus Christ and subscribe to our Mission, Vision, Core Values, Statement of Faith, and Qualifications for Employment upon hire and continuously while employed. Employees are encouraged and expected to share the Gospel as opportunities arise.

Position Summary

The Program Coach provides coaching and mentoring to women enrolled as students through the process of meeting Christ and learning a new way of life in following Him.

Essential Duties & Responsibilities

- Develop and maintain relationships with students.
- Provide biblical counseling to students in one-on-one sessions.
- Teach students on a variety of topics in classroom setting as assigned.
- Hold students accountable to participating in community life as well as making spiritual progress.
- Ensure student advancement through Gateway Program as it relates to daily chores and following community policies.
- Worship with students in worship/prayer settings as directed.
- Engage in hospitality by sharing meals with students who live in the shelter.
- Assist the student in developing relationships through their involvement in a local evangelical church.

- Provide case management to students including, but not limited to, navigating personal requirements (Friend of the Court, Probation/Parole, etc.); managing their time; managing their finances; and administering random drug screens.
- Documenting case notes in Mission Tracker.
- Work cooperatively with a large ministry team to ensure effective ministry and community life.
- Work nights and weekends as assigned.

Personal Qualifications

- Practicing believer in the Lord Jesus Christ
- Be an active member of a local evangelical church community
- Desire to meet the physical needs and spiritual needs by sharing the good news of the Gospel

Education/Experience

- Minimum high school graduate or equivalent; college degree strongly preferred
- Minimum of 2 years ministry or related experience preferred
- Experience/knowledge of helping individuals who struggle with addiction issues and their need for accountability
- Experience/knowledge connecting/teaching Biblical concepts and how to apply to everyday life (Biblical relevancy)
- Experience/knowledge of homelessness culture preferred
- Experience/knowledge of what God is doing through the ministry of Rescue Missions preferred

Skills and Abilities

- Ability to organize and communicate effectively – written, verbal and electronic communication
- Ability to empathize and set appropriate boundaries
- Basic computer skills (Microsoft Office 365, Outlook, data entry)
- Ability to obtain chauffeur's license to assist with transportation needs required; ability to obtain CDL license preferred

Physical Activities/Demands & Work Environment

- Stand, sit, walk regularly; lift occasionally to perform job functions
- Manipulate, handle, feel, and control items or equipment
- Read, write, and interpret written documents
- Lift and move objects weighing up to 35 pounds
- No adverse environmental conditions expected

2 Timothy 3:16-17 “All Scripture is breathed out by God and profitable for teaching, for reproof, for correction and for training in righteousness, that the man of God may be competent, equipped for every good work.” (ESV)

Employee Signature _____

Date _____

Disclaimer This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform and other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and are subject to possible modification to reasonable accommodate individuals with disability. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. The requirements listed are the minim levels of knowledge, skills, or abilities. This document does not create an employment contract implied or otherwise, other than an 'at will' relationship.

Gateway Mission is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.