



JOB DESCRIPTION

Position	Department	Reports to
Outreach Advocate	Men's ES	Campus Director
Employment Status/Schedule	FLSA Status	Salary Level
Full Time; 1 st ; & 2 nd combination	Exempt	6
Location	JD Number	Last Update
Gateway Men's Center	05-07	8-11-22

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 Outreach Advocate's role is to make connections with homeless men in the community encouraging/inviting them to stay at Gateway Mission; and to provide excellent hospitality to those staying in shelter where daily needs for food/shelter are met as well as opportunities for change are offered. The Outreach Advocate will oversee a similar position assigned to Gateway Women's Center.

Essential Duties & Responsibilities

Outreach Focus

- Personally meet and connect with the homeless living outside in the elements, helping them to discover the value of staying at Gateway Mission and discerning how we many best assist them.
- Track and report information regarding the homeless population living on the streets of Holland and the surrounding areas.
- Build relationships and communicate with local agencies who also serve the homeless population living outside.
- Act as liaison between other street outreach agencies (CMH, Refresh, Community Action House, Community Kitchen, Library, etc.), local churches and Gateway Mission.

- Coordinate with GMC leadership or staff for Outreach Guest check in approval.
- Assist with developing and managing street outreach equipment/supply budget.
- Manage and maintain street outreach equipment (ex. cell phone, tablets, etc.)

Residential Focus

- Work an 8-hour shift/week in the Welcome Center as assigned. This will be a flexible shift that varies from week to week depending on the needs of the Welcome Center staffing calendar.
- Perform all responsibilities of a Residential Supervisor including intake, managing the shift and workflow to meet the general needs of the guests.
- Encourage guests to consider the Open Door, Pathway or Gateway Program when appropriate.
- Log all guest information in Mission Tracker on a regular basis, including profile, case notes, and logs. Convert and upload all documents to digital storage.
- Meet weekly with the Campus Director and Residential Ministries Manager to discuss guests' progress, services, and our response to needs.
- Attend regular staff meetings and other committee meetings as required.

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

- College degree in Counseling, Social Work, or Pastoral Ministry; formal Bible training preferred
- Minimum 2-3 years' work experience in related field
- Minimum of 6 months as Residential Supervisor at GMC or equivalent preferred
- Experience/knowledge of helping individuals who struggle with homelessness and addiction issues and their need for accountability
- 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 administer programs, policies, and procedures
- Ability to communicate effectively – written, verbal and electronic communication
- Ability to establish and maintain effective working relationships with guests, volunteers, staff, and the public

- Basic computer skills (Microsoft Office 365, email, data entry)

Physical Activities/Demands & Work Environment

- Stand, sit, walk, climb stairs regularly; lift, bend, crouch 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 regularly; up to 50 pounds occasionally
- Moderate exposure to environmental conditions including outdoor activities in both warm and cold temperatures. Limited exposure to environmental hazards including blood borne pathogens, air borne pathogens, bodily fluids

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.