



## JOB DESCRIPTION

<b>Position</b>	<b>Department</b>	<b>Reports to</b>
Vocational Training Supervisor	Gateway Addictions & Discipleship Program	Program Director
<b>Employment Status/Schedule</b>	<b>FLSA Status</b>	<b>Salary Level</b>
Full Time; 1 <sup>st</sup> shift	Exempt	6
<b>Location</b>	<b>JD Number</b>	<b>Last Update</b>
Gateway Center	06-05	2-17-23

### **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 Vocational Training Supervisor manages the academic, career services, professional development, and training functions for students.

### **Essential Duties & Responsibilities**

- Develop an IDP (Individualized Development Plan) for each GW student entering the program and meeting regularly with them to ensure student progress.
- Perform and review all academic assessments.
- Assess and implement appropriate National Community Reinvestment Coalition's (NCRC) National Training Academy and Work Keys software.
- Provide career testing opportunities to students to discover student aptitudes and talents and prepare and assist students with GED testing as needed.
- Provide career counseling and training; assist with resumes, job searches, and all aspects of attaining employment upon completion of GW.
- Ensure all students have adequate or above adequate keyboarding and basic computer/internet skills.
- Work with students daily to encourage and model development of work skills.

- Maintain and update all student records, including but not limited to NCRC testing, GED, and Work Keys.
- Ensure classrooms are clean, organized, well supplied, and in good working order ready for students daily.
- Develop community partnerships that will enhance the professional, educational, and spiritual growth of students.

### **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 Bachelor's degree in preferred areas of study Education, Counseling, Social Work.
- Minimum of 2 years ministry or related experience preferred
- Experience with adult learners and career counseling training 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 analyze assessment tools and reports
- Ability to establish and maintain effective working relationships with community agencies
- Intermediate computer skills (Microsoft Office 365, Outlook, data entry)

### **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 minimum 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.