



Position Title: Grace House Program Coordinator

Department: Women's Ministries

Reports to: Director of Women's Ministries

FLSA Status: Non-Exempt, Hourly

Job Type: Full-Time, First-Shift

Compensation: \$50,000 annually

Job Summary

Reporting to the Director of Women's Ministries, the Grace House Program Coordinator assists and supports the Director of Women's Ministries in the overall progress and facilitation of the New Life Program for Women at Grace House, as well as the supervision of Grace House staff and volunteers.

Responsibilities

Essential Functions:

- Work collaboratively with staff and volunteers to provide Grace House participants with a Biblical, caring, and effective immersion experience into the program by providing a clear understanding of program expectations and facilitating thorough introductions to all program components.
- Direct the development, facilitation, and overall growth of the program and its coordinated activities.
- Complete assessments with program participants to identify treatment needs, cooperatively develop treatment plans to address those needs, and provide continued guidance to all participants to ensure fulfillment of all aspects of treatment plan and program.
- Ensure the proper implementation of all Erie City Mission policies and procedures at the Grace House Facility.
- Schedule and organize on-going staff/volunteer training and development opportunities.
- Create and maintain staffing schedule and program coverage.
- Approve and monitor staff payroll.
- Cultivate and maintain positive relationships with Erie City Mission team as well as with outside treatment programs and other relevant service providers.
- Teach relevant recovery curriculum/courses as needed.

- Keep updated records and create reports/proposals as needed with assistance from Mission Tracker System.
- Attend monthly Erie City Mission staff meetings.
- Schedule and facilitate monthly Grace House staff meetings.

Other Duties as Assigned:

In this and any position with the Erie City Mission, it is impossible to predict the many requests and assignments that can and will be made to an employee. Flexibility and a cooperative spirit are crucial characteristics of the person who holds this essential position and for the successful operation of the Erie City Mission's services.

Education & Experience

Bachelor's degree in a related human service field or a bachelor's degree with significant and successful experience in social work/counseling or comparable ministry setting.

To be obtained within 30 days of employment: Current Act 33/34 and FBI clearances, T.B. test, and drug test.

Skills & Abilities

- The person who holds this position shall have exercised Christian convictions that demonstrate adherence to the Erie City Mission's statement of faith and a desire to govern all aspects of their personal life in such a manner that brings honor and glory to God. This individual must have a sincere love for the Lord and a desire to see individuals come to a personal relationship with Christ and grow in Him.
- Must be in agreement with the philosophy and policies of the ministry and be able to view this as a team ministry with a servant's heart.
- Must possess knowledge and experience in understanding recovery issues, experience in the recovery environment, effective communication skills (both written and verbal), and computer technology.

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 primarily sedentary, sitting for long periods of time and is regularly required to stand; walk; use hands to finger, handle, or feel; and talk or hear. The employee is frequently required to reach with hands and arms. The employee is

occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Contact with computer screen for long periods of time is required.

Working Conditions

Works primarily on the Grace House campus, but may also facilitate various experience and ministries at other locations. Utilizes computer—Microsoft Office programs and Outlook, plus, related office equipment.

Benefits

Full-time employees after 90 days receive:

- 401(k) with generous 5% company match
- Dental and basic life insurance
- Short- and long-term disability
- Paid sick and personal days
- Paid holidays (10)

Other full-time employee benefits include:

- Health insurance
- Paid vacation days
- 30-minute paid lunch
- Free on-campus lunch