



Ministry Assistant at Jessie's Place

Position: Ministry Assistant

Classification: Part-Time

Supervisor: Director of Jessie's Place

POSITION:

The Ministry Assistant supports the efforts of the ministry team, assisting with issues both on- and off-site via a regular on-call schedule. Ministry Assistants support the program by promoting the Bible and its scriptural teachings as a source of direction and healing as paramount in the Jessie's Place program.

DUTIES:

- Support the Jessie's Place program by completing all documentation and filing requirements.
- Implement chore processes including monitoring chore check procedure and chore check system.
- Support program by implementing all program systems and schedules.
- Teach clients how to implement rules of the Mission manual in personal relation interactions to positively include the culture of the community by acting in according with the program policies and procedures.
- Document and refer all behavioral interventions to the ministry team members using appropriate documentation procedures.
- Complete all necessary copying, typing, faxing and other administrative duties including but not limited to: answering the telephone, greeting donors and volunteers, receiving donations, relaying messages and providing facility tours.
- Manage and oversee organization of agency work areas to ensure organized and efficient spaces including all sources of supplies and donations.
- Adhere to agency policy, procedures and the professional code of ethics.
- All other duties as assigned.

QUALIFICATIONS:

- High School Diploma, GED or equivalent.
- Able to respond to agency needs and crisis.
- Ability to work a varied work schedule based upon agency needs/demands and sleep overnight in the facility when necessary.
- Ability to drive and transport clients in a 15-passenger van.
- Ability to lift and carry up to 10 pounds.

- Ability to effectively and professionally communicate with a variety of individuals in person, in writing and by telephone.
- Must have computer skills and experience using the internet and email.
- Ability to operate basic office machinery such as fax machine, multi-line phone, copier, and computer.
- The position requires a commitment to biblical teachings and training philosophy outlined in the “Statement of Faith.”

Disclaimer

This description is not intended and should not be construed to be an exhaustive list of all responsibilities, skills, efforts or working conditions associated with the job.