

Weekend House Manager

At Bridgeport Rescue Mission we provide vital services to men, women, and children facing hunger, homelessness, and addiction, offering help to heal and return to the community whole. Our mission is to fight poverty from the inside out embracing people with compassion of Christ, offering hope and healing for a changed life. Bridgeport Rescue's vision is to excel in providing food, shelter, clothing, education, job training and counseling to neighbors in need. Here at Bridgeport Rescue Mission, we take pride in creating employment opportunities for individuals to continue to grow their career and achieve individual development goals. This Weekend House Manager position will provide the opportunity to manage impactful daily operations and projects that will achieve significant return for Bridgeport Rescue Mission.

Position Summary:

The Genesis Counselor at Bridgeport Rescue Mission is responsible for all aspects of service at Bridgeport Rescue Mission including but not limited to assisting guests to overcome and manage challenges. This role requires an attentive ear that will support the development of strategic plans that will allow our guest to successfully cope. Service here at Bridgeport Rescue Mission will be excellent, accommodating, and warm. The Genesis Counselor will be an integral part of Life Change Programs within the organization while ensuring policies and procedures are met.

Position Responsibilities:

- Prepare materials for Genesis Groups.
- Facilitate sessions for the Genesis Process Groups.
- Perform assessment of students as part of Genesis process 1.
- Meet one on one for booster sessions with Genesis students as needed.
- Support Genesis students find a sponsor, spiritual advisor, church, and Pastor and friend to be accountable to.
- Pray with and for the group.
- Update Spero platform on phase changes.
- Send update to Program Director on progress notes and document in Spero.
- Meet with Service Team to discuss progress, issues and eligibility for phase change or graduation.
- Coordinate with case manager for client services.
- Refer student to case manager for identified needs.
- Focus needs to be on The Genesis Process and behavioral change.
- Students with any problems or complaints need to be referred directly to the program director.
- Suggestions to improve program policy should be discussed with the program director.

- Consistency is an important aspect of developing a therapeutic relationship; therefore, Genesis counselors need to arrive promptly for group and individual sessions (at least 5 to 10 minutes before time) and provide reasonable notification of cancellation.
- If a counselor needs to schedule an individual session, or reschedule a group or individual session, the house manager (in his absence, the case manager) needs to approve the time in order to prevent conflict with classes, work therapy, or mission activities.

Salary Range:

Negotiable

Job Requirements:

- Exceptional interpersonal skills and the ability to interact effectively with staff.
- Basic computer skills and knowledge of Microsoft programs.
- Willingness to grow and learn particularly in the ministry of Development.
- Ability to conduct research, gather data, analyze information, and prepare effective, accurate, and timely reports and other documents to support development objectives.
- Ability to organizing, prioritizing, and scheduling work assignments.
- Ability to exercise good judgment, to demonstrate an understanding of ethics related to development activities, and to use discretion in interactions with donors, prospects, volunteers, and others.
- Demonstrates organizational skills and experience in problem solving.
- Ability to foster effective working relationships within a team environment.
- Community relations skills and the ability to communicate and work effectively within a diverse community.
- Developed verbal and written communication skills and the ability to present effectively to small and large groups.
- Willingness to be flexible to support the needs of Life Change Program at Bridgeport Rescue Mission.

Work Location:

- One site

Work Remotely

- No

Job Type: Full-time

Benefits:

- Simple IRA
- Dental insurance
- Disability insurance
- Employee discount
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

Schedule:

- Monday through Friday
- 40- hour work week

Education:

- High school or equivalent (Preferred)