

Miracle Hill Ministries
Internal Job Posting

Date: March 27, 2016

Job Posting: Residential Support

Location: Greenville Rescue Mission, Greenville, SC

FLSA: Hourly/Non-exempt

Reports to: Director, Greenville Rescue Mission

Date Job Available: Immediately

Job Posting # 3020-3

Basic Job Description:

Summary / Purpose of Position: The Resident Supervisor is a professional member of the GRM staff team and, because he lives in the building, is the most able to handle after hours emergencies and concerns. He oversees the physical plant and property (including vehicles); making sure it is safe, secure, clean, and well maintained. The position is intended to be a springboard short-term assignment up to one year, or longer at the discretion of the Director.

Essential Duties and Responsibilities:

- To oversee the Clinic: assure its security and see that all medications are inventoried, secured, and distributed correctly
- To oversee the safety and security and maintain reports for the GRM property, vehicles, and buildings
- To oversee the safety, maintenance, cleanliness, and appearance of the GRM property, vehicles, and buildings including scheduling
- To oversee the scheduling of guest appointments, making sure appropriate transportation is provided
- To oversee the Mission's Cold Weather Shelter
- Have a willingness and propensity to share the good news of Jesus Christ, give a personal testimony and pray with/for those served by the ministry
- Other duties as assigned by the Director

Supervisory Responsibilities:

- Oversee guests assigned to the House, Transportation and Security Crews through scheduling and ongoing training
- Oversees the maintenance request list, coordinating with the Miracle Hill assigned technician

Qualifications:

- Education or equivalent experience: High School diploma
- Years of experience: Facility oversight experience preferred
- Specialized training required: Microsoft Word and Excel proficient
- License/Certification: none required
- Clean and clear 3 year driving record (Able to be on Miracle Hill insurance)
- Other: If applicant is in recovery, a minimum of 3 years clean and sober is required for eligibility, or be a graduate of Miracle Hill's Ministry Trainee Program

Religious:

- Be followers of the Lord Jesus Christ expressed through a personal profession of faith and Christian conduct
- Agree without reservation with the Doctrinal Statement of the ministry.
- Since the church is God's vehicle of spiritual accountability, it is important that employees be an active participant in and in good standing with a local Protestant Church. They must comply with the requirement of their church, in areas of conduct not addressed by Miracle Hill's expected practices
- Have a passion for evangelism and the spiritual welfare of all served by the ministry to include: guests, volunteers, customers, contributors, and staff.
- Demonstrate spiritual maturity commensurate with the requirements of your position.

- Christian conduct encompasses the biblical principles of humility, integrity and compassion to guide us to act professionally and ethically at all time. Miracle Hill Ministries understands that we have all fallen short in our past but the employees are expected to practice Christian conduct at Miracle Hill including:
 - Abstain from the use of illegal drugs or the inappropriate use of medication.
 - Abstain from activities or addictions that have a detrimental effect on guests or the reputation of the ministry. According to the teachings of Romans 14:13-23, we are to keep from becoming a stumbling block to those within the ministry who make be apt to addiction. It is important to exercise biblical discretion by restricting your freedom in public to include: use of addictive substances such as alcohol or tobacco, choice of literature, and the choice of entertainment. It is important to demonstrate sound judgment that is based on biblical principles that displays evidence of spiritual growth and maturity. (Titus 2:11-12).
 - Relationships, particularly with the opposite sex, are above reproach.
 - Live free of sexual sin (to include pornographic materials, homosexual conduct, and extra-marital relationships).
 - Respect the sanctity of life from conception until death in God's timing

If interested in the above position, please log on to www.miraclehill.org to complete the online employment application.