

**Miracle Hill Ministries**  
**Job Posting**

Date: April 21, 2017

Job Posting: PT Resident Assistant

Location: Overcomers Center, Greenville, SC

FLSA: Hourly/Non-Exempt

Reports to: Program Director

Date Job Available: Immediately

Job Posting # 3025-2

Basic Job Description:

**\*\*If interested in the below position, please log on to [www.miraclehill.org](http://www.miraclehill.org) to complete the online employment application\*\***

**Summary / Purpose of Position:** To promote the sharing of the Gospel Of Jesus Christ. Provide night supervision, Spiritual guidance and practical assistance to the male program clients through Biblical education, counseling and social service support. Must be computer literate to assist with data input.

**Essential Duties and Responsibilities:**

- Serve clients residing in the facility
- Provide oversight and guidance to the mission control, medical clinic duties, volunteer management, and facilities security
- Assure building cleanliness, repair, and safety
- Maintain proper channels of communication within as well as outside the Program
- Have a willingness to share the good news of Jesus Christ, give a personal testimony and pray with/for those served by the ministry
- Supervises drug testing and searches
- Work closely with the other PT Resident Supervisor to oversee the building at night and on weekends
- Other duties as assigned by the supervisor

**Supervisory Responsibilities:**

- Responsible to oversee facility operations and facility activities on nights and weekends
- Responsible to participate in client evaluation and correction
- Assume specified administrative duties in the absence of the Program Director and counseling staff

**Qualifications:**

- Education or equivalent experience: High School Diploma / GED
- Years of experience: Minimum two years of experience in substance abuse program facilitation or similar background
- Specialized training required: computer literate (word, excel, outlook, database entry)
- License/Certification: AACC or CAC preferred but not required
- Other: If applicant is in recovery a minimum of 2 years clean and sober is required for eligibility. Must have a valid SCDL and meet MHM insurance requirements.

**Religious:**

- Be Christian with faith in the Lord Jesus Christ as expressed by a personal testimony and continued Christian conduct
- Agree without reservation with the doctrinal statement of the ministry
- Be an active participant in a protestant church
- Exhibit a genuine concern for the salvation of souls and spiritual welfare of all served by the ministry
- Demonstrate spiritual maturity commensurate with the requirements of your position

