

Miracle Hill Ministries
Internal Job Posting

Date: April 17, 2017

Job Posting: FT 3rd Shift Assistant
Location: Shepherd's Gate, Greenville, SC
FLSA: Hourly/Non-Exempt
Reports to: Case Manager
Date Job Available: Immediately

Job Posting # 3070-5

Basic Job Description:

Job Title: 3rd Shift Assistant
Department: Shepherd's Gate
Reports To: Director
FLSA Status: FT/Hourly/Non Exempt
Date: 09/2/2011

Summary / Purpose of Position: To be the person in charge to whom others can connect, both inside and outside of our building, during the early morning hours.

Essential Duties and Responsibilities:

- Answer phones in a friendly, professional and courteous manner.
- Listen patiently and carefully to anxious, angry and/or hurting callers.
- Allow building access to police who bring clients throughout the night.
- Allow building access to any client who has pre-arranged with day staff to come in late.
- Treat each client with respect and care
- Give Overnight Check-in Sheet and bed-roll to incoming client and something to eat if she is hungry.
- Be available for any emergency that may arise (sick client, fire alarm).
- Ensure that all doors and windows throughout the building are locked.
- Unlock kitchen/back entrance door at 5:45 a.m. F, Sunday-Tuesday; 6:45 a.m. on Saturday
- Wash and dry House Laundry
- Clean all the main floor areas with the exclusion of guests' living spaces.
- Record in Logbook or e-mail any important issues/information occurring during your shift.
- Have a willingness 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 supervisor

Supervisory Responsibilities:

- This position has no supervisory responsibilities

Qualifications:

- Education or equivalent experience: High School Diploma or GED
- Years of experience: None required
- Specialized training required: None

- License/Certification: None
- Basic computer skills
- Basic concept of good cleaning skills and the aspiration to keep our building clean.
- Other: Good oral communication skills, good problem-solving and decision-making skills. Must be able to remain calm and think quickly during an emergency.

Religious:

- Be Christian by biblical definition, 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

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