

**Miracle Hill Ministries  
Internal Job Posting**

Date: August 1, 2017

Job Posting: FT Clerical Support

Location: Greenville Rescue Mission

FLSA: Hourly/Non-Exempt

Reports to: Director, Greenville Rescue Mission

Date Job Available: Immediately

Job Posting # 3020-5

Basic Job Description:

**Summary / Purpose of Position:** Interviewing, check-ins, and provide technical computer based experience to support Overcomer staff.

**Essential Duties and Responsibilities:**

- Provide a genuine, enthusiastic and loving welcome to prospective guests
- Interview and screen prospective Greenville Rescue Mission guests for eligibility.
- Oversee all check-ins and exits on paper and in database, maintaining and printing accurate reports when required.
- Maintain up-to-date paper and computer records for client records and other databases including FHLB requirements.
- 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 director.

**Supervisory Responsibilities:**

- Oversee guest check-in and file room

**Qualifications:**

- Education or equivalent experience: High school diploma or GED, valid SC driver's license.
- Years of experience: Will train.
- Specialized training required: Advanced computer proficiency (MS Word, MS Excel, MS Access databases (data entry and retrieval only), IE/Mozilla Firefox browser, MS Paint, etc.
- License/Certification: None.
- Ability to maintain a sense of humor is very helpful

**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: clients, 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 clients 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 may 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](http://www.miraclehill.org) to complete the online employment application.