



LOUISVILLE RESCUE MISSION

Title: Residential Supervisor

Reports to: Program Manager - LifeChange

Classification: Volunteer Internship w/Living Accommodations Provided

Hours: Monday-Sunday (4:30pm-11:00pm, all day Saturday/Sunday)

Scheduled Shifts will Vary

Position Summary: The Residential Supervisor lives on-site in an apartment with other Residential Supervisors and is responsible for supporting Louisville Rescue Mission programs, primarily Life Change program components, as well as providing facility oversight/security during non-business hours. This position requires good organizational and administrative skills while possessing the ability to identify, assess and resolve crises, when necessary. The Residential Supervisor will be required to work independently while maintaining appropriate documentation/records of events during scheduled shift(s). Finally, the Residential Supervisor will exemplify Christ in all aspects of their work including communications with residents/staff, completion of assigned tasks and dependability.

Primary Functions and Responsibilities:

- Contribute to the overall ministry and mission of Louisville Rescue Mission through Christ-like behaviors, attitudes and communications
- Contribute approximately (14) hours/week to the direct operation of the facility. These hours will vary from week to week and will include a rotation of weekend responsibilities
- Contribute to the regular rotation of 'on-call' overnight responsibilities including emergency response when notified
- Maintain appropriate boundaries with residents by directing them to the supportive services offered through the program including counseling and pastoral care
- Provide support for Director of Operations and Program Manager through effective oversight of program participants during non-business hours
- Work cooperatively with all LRM service staff to improve the program and advise Life Change Program Manager of any issues related to and affecting the program
- Ability to maintain accurate, current documentation of all relevant activities during scheduled shift
- Ensure each resident is compliant with program rules and regulations, holding non-compliant residents accountable for any violations through addressing resident and documenting resident actions
- Monitor completion of resident chores, holding residents accountable for inadequate completion of chores
- Conduct alcohol and drug tests of residents at random and/or when suspicions of use exist
- Perform regular walk-throughs of the entire facility ensuring the grounds and facility are safe and secure, contacting emergency response personnel, when necessary
- Exhibit strong oral/written communication skills through regular interactions with after-hours volunteers, donation receipts and phone conversations, responding to any and all inquiries
- Receive in-kind donations, provide donor with appropriate receipt and log copy of receipt in appropriate location
- Provide necessary accommodations for any after-hours volunteers providing meals, services and preaching/teaching for residents
- Coordinate and execute disaster evacuation and fire drills ensuring all systems are properly functioning and disaster plans are being followed
- Maintain prompt, regular attendance and demonstrate accountability in performance of duties
- Identify, appropriately resolve and document any incidents resulting in the assistance of emergency services including LMPD, LFD and EMS
- Actively support Louisville Rescue Mission publicly through recruitment of volunteers, identification and referral of prospective residential chaplains and regular participation in functions related to Louisville Rescue Mission
- Other duties as assigned through appropriate channels of supervision



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Requirements:

- Demonstrated commitment to the mission and vision of Louisville Rescue Mission, including LRM Philosophy of Ministry, Statements of Faith and Core Values
- Commitment to maintaining high integrity, character and transparency
- Willingness to receive coaching, formal training and direction in order to improve performance of duties
- Demonstrated ability to:
 - Analyze complex situations and develop effective solutions
 - Speak effectively and provide clear and concise written documentation/reports
- Excellent organizational skills including communication and computer skills
- Demonstrated life that is consistent with the teachings of the Bible

Qualifications:

- Minimum of a high school diploma, preferably actively pursuing or holding a bachelors degree from an accredited institution
- Demonstrated commitment to evangelical Christian ministry
- Must be an active participant working toward membership or a current member of a local church who shares a similar belief system as that of Louisville Rescue Mission
- Must successfully complete application (including references), interview process and background check
- Must have a valid drivers license
- Must obtain CPR/First Aid/AED certification

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

While performing the duties of this job, the employee is regularly required to talk and hear. The employee regularly is required to stand, walk, sit, use hands/fingers, and reach with hands and arms. Must be able to climb stairs.

The employee frequently lifts and/or moves up to ten pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Requirements listed are representative of minimum levels of knowledge, skills, and/or abilities. This position description is not meant to imply that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job related instructions and to perform any other job related duties requested by the immediate supervisor.



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Louisville Rescue Mission Residential Supervisor Agreement

The following outlines the agreement between Louisville Rescue Mission and the appointed Residential Supervisor. The Residential Supervisor acts in a program assistant/operational role on a part-time basis to support programs, residents and the facility at Louisville Rescue Mission. The Residential Supervisor will receive shared housing accommodations with fellow Residential Supervisors, internet access and regular meals at no cost to the Residential Supervisor. Incentives that may include but are not limited to stipends that *may* be offered when coverage is needed during regular business hours on Louisville Rescue Mission recognized holidays or in cases of emergency.

The roles and responsibilities of a Residential Supervisor are outlined on the official description and Residential Supervisors, by signing this agreement, willingly accept the roles and responsibilities described in said description and understand the functions and expectations in their entirety. Residential Supervisors understand that failure to perform these functions/responsibilities to the satisfaction of the Program Manager, Director of Operations and/or Executive Director may be cause for corrective action up to and including dismissal from this position. Residential Supervisors understand that any activity that reflects negatively on Louisville Rescue Mission and/or undermines the mission of the ministry including criminal activity can result in immediate dismissal from the service position. If dismissed, Residential Supervisors will be expected to vacate the premises within seven days of dismissal, extensions will only be granted by the Executive Director and requests for extension must be made in writing within three days of dismissal.

By signing below, I acknowledge that I have read and fully understand the description of a Residential Supervisor and agree to abide by the conditions put forth. I also acknowledge that I am accepting the responsibilities of Residential Supervisor effective from the date of my residency at Louisville Rescue Mission. I also recognize that I am only entitled to the benefits associated with the position so long as I am serving in the role of Residential Supervisor.

Residential Supervisor Signature

Date

Program Manager Signature

Date

Director of Operations Signature

Date