



Job Title	<i>Life Change Recovery Program Staff</i>
Status	<i>Full-Time, Non-Exempt</i>
Compensation	<i>Pay rate based on education, qualifications, and experience</i>
Reports To	<i>Director of Programs</i>
Date	

Overview

Performs administrative and office support activities for Administration, Development, and Program departments. Duties may include fielding telephone calls, receiving and directing visitors, word processing, creating spreadsheets and presentations, and filing. Proficient Microsoft Office knowledge, internet research abilities and strong communication skills are required. Rapidly access problematic situations & conflict resolution.

Essential Functions

- Daily devotionals with residents. Checking chores. Alcohol & drug testing. Resident one on ones. Program intakes & exits. Reporting maintenance issues. Facilitating classes. Revising chore list. Check mail & send out correspondence letters. Continuing updated Milestones & Resident pictures & creating badges for residents. Scheduling interviews. Pick up donations from warehouse. Attend events with the residents. File client forms. Have healthy boundaries with both staff & residents. Client track (when applicable)
- Describe functions of the job: An employee will be a supportive member of the LCRP Program team, providing a healthy & safe environment for LCRP residents. Providing support is all areas of daily LCRP routines & activities that are congruent with a healthy & spiritual lifestyle.
- Employees is responsible for accurate timekeeping (ex.) Time clock, not working unauthorized overtime, and maintaining excellent attendance and punctuality.
- Ability to drive a vehicle and have a valid CA driver's license.
- Mandated reporting to Manager and Supervisor of any incident or suspected incidents against children.

Qualifications

- Experience in relevant field (preferred)
- Proficient in Microsoft Office
- Excellent written and verbal communication skills
- Personable and professional customer service demeanor
- Ability to manage and prioritize multiple tasks with accuracy
- Good research skills and attention to detail

Personal Traits

- Personal relationship with Jesus Christ and actively involved in a local church.
- Strong leadership and discipleship skills.
- Ability to work directly with the public.
- Organizing, planning, and prioritizing work.
- Ability to communicate with Supervisors, peers, and subordinates.
- Ability to resolve conflicts and negotiate with others.
- Ability to coach and develop others.
- Ability to create a warm and nurturing presence.
- Strong ability to maintain confidentiality.
- Enthusiastic and creative.
- Fulfill all aspect of the job description according to the biblical principles and philosophy of ministry as defined by the Visalia Rescue Mission Statement of Faith, Vision, Mission Statement, and the Five Marks of Developed Christian Character: Spiritual Maturity, Emotional Resilience, Mental Flexibility, Work Excellence, and Stewardship of Self.

Physical Demands

- Ability to stand in one place for long periods of time.
- Ability to walk, stand, bend, stoop, kneel, and climb stairs.
- Ability to lift, push or pull up to 15 pounds regularly and up to 25 lbs. occasionally.
- Valid CA driver's license with a clean driving record.

Environmental Conditions:

- Indoors in a typical office environment with little exposure to excessive noise, dust, fumes, vibrations, and temperature changes approximately seventy-five percent (75%) of the time.

- Frequent computer use at workstations up to two hours at a time.
- Frequently work at fast pace with unscheduled interruptions.
- Responsibilities may require an adjusted work schedule, overtime, and evening/weekend hours in order to meet deadlines.
- May move (walk or drive) from one work location to another occasionally.

Compensation:

- Pay is based on experience.
- Health benefits following 60 days of continuous employment. (**Full-Time Employee's ONLY**)
- CalSavers option is available after 30 days of continuous employment.

Changes: This job description will be updated if duties and responsibilities change significantly. Job functions are subject to modification based on business necessity.

ADA/FEHA: The Visalia Rescue Mission will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990 and California's Fair Employment and Housing Act.

EEO: The Visalia Rescue Mission is an equal employment opportunity employer.

Certification:

By signing below, I hereby acknowledge receipt of this job description. I have been allowed to ask – and have received answers – to any questions I had regarding the job description. I fully understand this job description. I understand that my employer may revise this job description, at its sole discretion, at any time. Furthermore, I also understand that my employer may assign additional job duties as needed.

I certify that I am fully qualified to perform the position described and can, with or without reasonable accommodation, perform the essential functions of the position.

If applicable, please list any accommodations that would be necessary to enable you to perform the essential functions of the position: _____

I understand that employment with the Visalia Rescue Mission is considered “at-will”. Neither I, nor the Visalia Rescue Mission, is committed to continuing the employment relationship for any specific term. Either I, or the Visalia Rescue Mission, may terminate the employment relationship at any time, with or without cause and with or without notice.

For an employee who is currently performing the job: (Please initial below)

_____ I have reviewed the job description for my position and it accurately reflects at least 95% of the work I do on a daily basis.

_____ This job description should contain the following job responsibilities to be an accurate reflection of my daily or weekly job responsibilities: _____

Signature

Date

Printed Name

Approved By	
Date Approved	
Date Received	