

Waterfront Rescue Mission

Job Description

Job Title: Unit Coordinator – Full Time

Department: Ministry Program

Reports To: Program Manager

Summary:

Under the supervision of the Program Manager (or Office/Operations Manager), this position “Demonstrates God’s Goodness” by taking care of the day to day operations, to provide lift, accountability and support so that the ministry staff can focus on teaching, counseling, preaching, etc. Performs all reasonably related duties as assigned. These duties will consist of the following areas listed below.

Duties:

- Responsible for Quality Assurance. Identifying opportunities for improvement, implementing new improvements and monitoring the new improvements to ensure they work as intended.
- Assists Chaplains by observing and reporting client needs, problems, etc.
- Chaplains are at the same level as this position, but this position is responsible for collecting data and reports which will create tension and accountability with peers to hold the line on timeliness, accuracy and completeness of data/reports. This position keeps Chaplains informed concerning data entry and reports issues to the Program Manager.
- With this position, gathering of confidential client information and client supervision is required for all WRM Sites. Auditing Service Point and maintaining data integrity within HMIS Guidelines.
- Entering Manual Counts, Conducting Weekly Reports, Monthly Reports, Facility Reports, Daily Rosters, Monthly Volunteer Reports and Data Documentation for all WRM Sites
- Overseeing Compliant IA and Accident and Incident Reports for all WRM Sites
- Support Career Development Program by assisting with the coordination of clients’ appointments with CareerSource Escarosa. Facilitates Career Development Orientation Meetings with CareerSource Escarosa.
- Support Office Manager with Staff meetings.
- Coordinates appointments for clients and transportation to and from scheduled appointments. Oversees fleet maintenance and GPS monitoring.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Christian Commitment: Must exemplify and model Christian behaviors and values and possess high levels of ethics, honesty and character.

Education/Experience: Must possess at least a Bachelor's Level Degree. Must have a valid driver's license and be insurable by the WRM's insurance carrier. Must be able to pass a Level 2 Background Clearance for the purposes of being able to gain access and enter data into the HMIS Case Management System.

Knowledge, Skills and Abilities:

- High attention to detail
 - High level communication skills; verbal and written
 - Data collection and analysis skills
 - Problem solving and critical thinking skills
 - Sound judgment with logical and data based decision making
 - Ability to excel within multi-tasking environments
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- Ability to read and comprehend simple instructions, short correspondence and memos.
 - Ability to write simple correspondence.
 - Ability to effectively present information in one-on-one and small group situations to customers, clients and other employees of the organization.
 - Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.
 - Ability to compute rate, ration and percent and to draw and interpret bar graphs.
 - Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
 - Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
 - Must have regular attendance on the job.
 - Must support the goals of the Mission.
 - Must have the ability to perform effective working relationships with clients, supervisors, staff and the public.

Computer Skills:

- The computer skills described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- Advanced computer skills are required for this position, which include aptitude in the use of the Internet, e-mail, spreadsheets and maintaining and manipulating data bases through means of accurately and proficiently entering data.
- Must be excellent in the use of Microsoft Office Suite and case management software; excellent computer and typing skills a must.

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 use hands to manipulate, talk and listen. The employee is frequently required to stand, walk, sit and use hands to finger, handle or feel. The employee is occasionally required to reach with hands and arms; stoop, kneel, crouch and taste or smell. Specific vision abilities required by this job include close vision and distance vision.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing 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 exposed to weather conditions. The employee is frequently exposed to wet and/or humid conditions; extreme cold and extreme heat. The employee is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderate,

I have read this job description and do not have any reservations about my ability to perform all duties of this position.

Name

Date

- 20190306 WRM Unit Coordinator Job Description, v. 3
- 20181102 WRM Unit Coordinator Job Description, v. 2
- 20180625 WRM Unit Coordinator Job Description, v. 1