



P.O. Box 1073, Stn. Main
Winnipeg, Manitoba R3C 2X4
Located at 320 Princess Street
Phone: 943-9904 • Fax: 942-7425
E-mail: rescue@gospelmission.ca

Family Life Centre 240 Pritchard Avenue
Winnipeg, Manitoba R2W 2J1
Phone: 586-7790 • Fax: 586-7813

Christian Education Centre
220 Pritchard Avenue

Charis Centre Ministry Position Posting

Job Title: Casual Shift Supervisor

Organizational Relationships & Supervision:

Location of Position: 271 Archibald St.

Reports to: Manager, Women's Addiction Program

Authority: Responsible for the supervision of the program as determined by the Program Manager.

Possible Interrelations: all staff

Non-Negotiable Requirements: A staff member of the UGM must:

- Be a born again believer in the Lord Jesus Christ as expressed by a personal testimony and Christian conduct.
- Be a member in good standing of a recognized Protestant, evangelical church.
- Have a genuine concern for the salvation of the souls and the spiritual welfare of Rescue Ministry guests and clients.
- Agree with the Doctrinal Statement of UGM.
- Abstain from use of alcoholic beverages and tobacco, and illegal use of drugs.
- Have a lifestyle that is free from sexual sin.
- Have high standards of personal hygiene and housekeeping relative to appearance, clothing and office area.
- Have the ability to work in harmony with other UGM staff members and volunteers, and clients.

Qualifications:

- A people person, able to interact well with the public and participants in the program.
- Able to listen to and encourage others, and share your faith.
- Organizational adeptness and efficiency.

Expected Results:

Objectives: To make every person who participates in the Union Gospel Mission program feel welcomed, encouraged, and served in a Christ-like manner.

Specific Duties:

- Greet and relate to people in such a way as to provide a professional atmosphere of warmth and hospitality.
- Maintain client confidentiality.
- Keep reception office neat, clean and organized.
- Conduct drug and alcohol testing of program participants under the guidance of the case worker.
- Oversee meal preparation and clean-up.
- Oversee the participants' routines which may include: wake-up call, overseeing participants taking their medications, etc.
- Conduct room checks under the guidance of the case worker.
- Supervising weekend volunteers.
- Other duties may be assigned to assist the Recovery Counselors or Program Manager.

Remuneration & Benefits:

Hours: As scheduled by the Program Manager

Salary: As per established policy

Holidays: As per UGM policy

For more information please contact Adele Plett Bartel, Program Manager
At (204) 415-3934 or adele@gospelmission.ca