



Job Description: Support Staff

Vision Statement: Our vision is to see women transformed and able to live God's dream for their life.

Mission Statement: "Equipping women, through the love of Christ, to rebuild, renew, and restore their lives from the effects of domestic abuse, alcohol, and drug addiction."

Position: Support Staff

Department: Programs

Responsible To: Executive Director, Program leadership

Status: Regular Part Time, Non-exempt, 16 – 24+ hours weekly, occasional overnights as needed.

Description: To assist with and contribute to fulfilling the vision and mission of SHOH by aiding the program leadership with a variety of support functions for SHOH's recovery program environment.

Responsibilities:

- Assist the leadership and contribute to all areas of program support.
 - o Reception duties: checking security cameras, answering the door and a multi-line phone system, appropriately greeting & assisting visitors, and callers. Make copies and assist in Admin processes.
 - o Program support: provide support during the Intake process, help with room cleaning/set-up, provide transportation as needed, oversee medication times, learn & use documentation processes for case plan support, etc.
 - o Leadership support: run errands, accept donations, transport students to and from appointments.
- Other duties as assigned to assist the recovery program, as needed.

Requirements:

- Demonstrates a committed personal relationship with Jesus Christ that includes regular attendance with a Christian body of believers.
- Demonstrates appropriate behaviors and character traits of a mature Christian.
- Demonstrates passion for ministry that supports women and women with children.
- Enthusiastically supportive of SHOH's Statement of Faith and can sign in agreement.
- Experience in faith-based recovery environment (non-profit, human services) preferred.
- Pass a criminal background check and have a current WI driver license and vehicle insurance.

Education/Experience:

- A high school diploma, at a minimum.
- Experience in recovery work or recovery centers is preferred.

Skills and Abilities:

- Good people skills and good communication skills.
- Ability to learn and manage programs tools, i.e., case notes, progress notes, etc. A working knowledge of Microsoft Office (especially Word and Excel) is preferred.
- Ability to work independently and cooperatively with a team.

Benefits:

- The salary range is \$12.00 – \$14.00 commensurate with experience and education.
- A small office atmosphere where team members are treated with dignity and respect.
- Coaching and mentorship with sound guidance and direction by Executive Director.
- On the job orientation, training, and support provided to effectively do the job.

By my signature below, I state that I have received a copy of this job description and have reviewed the terms and have been provided the opportunity to review any questions with leadership at SHOH.

Signature of Employee

Date Signed

Signature of Witness

Date Signed

The remainder of this page is intentionally left blank. Please see next page to continue with this document.

STATEMENT OF FAITH

Shirley's House of Hope (SHOH) is committed to the proclamation of the Gospel in this ministry as we obey Christ's command in The Great Commission. Therefore, all employees of SHOH are committed to the following:

1. We believe in the verbal, plenary, inspiration of the Bible. We believe His word to be infallible and inerrant, our supreme authority in all matters of faith and conduct.
2. We believe in the One True God expressed as Father, Son, and Holy Spirit: eternally existent.
3. We believe in God the Father, Creator of Heaven, and Earth; Sovereign over all.
4. We believe in God the Son—God manifest in flesh—the Lord Jesus Christ, the world's only Savior. We believe in His pre-incarnate existence, His virgin birth, His sinless life, His vicarious death, burial and bodily resurrection, His ascension into heaven, His present mediatorial ministry, and His imminent personal return in power and glory.
5. We believe in God the Holy Spirit, who convicts the world of sin, regenerates all believers, indwells them, and enables us to live holy lives of witness for our Lord Jesus Christ.
6. We believe in the sinfulness of humankind. We believe that mankind is born separated from God and is subject to His eternal wrath and condemnation because of sin.
7. We believe in the salvation of everyone who confesses their sins, accepts God's forgiveness, and believes that Jesus is Christ the Lord. Salvation is provided freely by God's grace through the shed blood, sacrificial death, and bodily resurrection of our Lord Jesus Christ. Salvation is not obtained by our own works but is evidenced by good works once we receive this gift.
8. We believe in the bodily resurrection of all the dead: believers to the full enjoyment of eternal life in heaven; unbelievers to the full condemnation of eternal death in hell.
9. We believe in the local church and the importance of it in edifying and equipping the believer for the work of the ministry. Every believer should be a part of a local church, serve in the church and be accountable to the church.
10. We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary sexes together reflect the image and nature of God (Gen. 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person.
11. We believe the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Gen. 2:18-25). We believe that marriage between one man and one woman, for life, uniquely reflects Christ's relationship with His Church (Eph. 5:21-33). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Cor. 6:18; 7:2-5; Heb. 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

12. We believe that any form of sexual immorality (including adultery, fornication, cohabitation, homosexual behavior, rejection of one’s biological sex or use of pornography) is sinful and offensive to God (Matt. 15:18-20; 1 Cor. 6:9-10).
13. We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11).
14. We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of the ministry.
15. We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life (Ps. 139).

By my signature below, I state my commitment to uphold this Statement of Faith, that I have received a copy of this document and that I have been given the opportunity to discuss any questions or concerns with the leadership at SHOH.

Signature of Employee

Date Signed

Signature of Witness

Date Signed

This is the end of your primary job description. Please take note of any additional pages, as described in this Job Description, if applicable.