



SHIFT SUPERVISOR - Minneapolis & Rochester

Damascus Way is looking for part-time Shift Supervisors at both their Minneapolis & Rochester facilities. Damascus Way is a Christian-based halfway house ministry licensed by the Minnesota Department of Corrections. We serve men coming out of jails, prisons, and treatment centers - helping them to transition back into society while talking to them about the freedom that can be found in a relationship with Jesus Christ. The primary responsibilities of the Shift Supervisor fall into three categories: Supervision and interaction with residents in the facility, Monitoring of residents who are away from the facility, and Light Administrative duties.

REPORTS TO

Program Director

RESPONSIBILITIES

The positions are part-time, up to three 8-hr shifts per week. Shifts are mostly evenings, overnights, and weekends but may include some days. This could become a full-time job for the right person.

1. ***Supervision of Residents in the facility***
 - a. Making rounds of the facility every hour
 - b. Checking on resident activities
 - c. Assisting residents with goals such as Job Search, Bible Study, Life issues

2. ***Supervision of Residents away from the facility***
 - a. Approving Resident Planners and Sign-out cards.
 - b. Conducting resident status checks every hour to verify their location in the community
 - c. Receiving residents back into the facility

3. ***Administrative / Program Duties***
 - a. Answering phone, directing calls, taking messages, and light filing
 - b. Enforcing program rules & policies and writing Log Notes or Incident Reports
 - c. Coordinating program activities during the shift (meals, groups, outings, etc.)
 - d. Checking on facility standards and rooms for cleanliness/orderliness
 - e. Coaching/meeting with residents as needed

QUALIFICATIONS

1. Must be male, 18 or older
2. At least 2 years' work experience
3. Minimum 3 years free from Probation or Supervised Release
4. Must have a minimum of two years documented sobriety (if in recovery)
5. Must pass drug test and submit to a background check
6. Knowledge and experience with Microsoft Office

Also:

1. Act or recommend objectively on matters of emotional impact on residents
2. Exercise sound judgment and develop skills to control and direct residents
3. Recognize individual differences and appreciate the unique personalities of people
4. Damascus serves Christian and non-Christian clientele without prejudice

CORE VALUES/COMMITMENTS

1. Demonstrated faith in Jesus Christ
2. Agree with and adhere to [Transform Minnesota Statement of Faith, Core Values, and Code of Conduct](#)
3. Participate in or lead daily times of prayer with staff and residents
4. Exhibit ability to respect client confidentiality through the safe-keeping of related information
5. Ability to work with a strong commitment to team environment dynamics; enthusiastically shares ideas but follows leadership decisions.