



DamascusWay

The Road To Freedom

Part-Time Shift Coordinator, Scott County

Reports to: Director of Administration and Reentry Services, Scott County

Core Responsibilities:

The shift coordinator's responsibilities include 1) supervising the residents, and helping the residents to succeed in their reentry process by assisting them with the tasks they need to accomplish, enforcing all rules and holding residents accountable, providing mentorship and, if and when desired by a resident, providing healthy Christian spiritual support; 2) providing support to other staff, programs, and projects as needed; and 3) assist in maintaining the facilities and upholding both Damascus Way's and Scott County's standards.

Detailed Responsibilities:

- Master and convey the mission, vision, and values of Damascus Way.
- Manage house operations and programming while on site.
- Provide coaching, mentoring, and spiritual leadership.
- Good verbal and written communication skills, good listening skills, and an approachable and trustworthy personality that the residents are drawn to and respect.
- Be able to serve with excellence in an environment with at-risk adults.
- Have a working and growing knowledge of reentry and recovery services, community resources, Department of Correction policies, and collaborative partnerships.
- Conduct site and facility walkthroughs, bringing awareness to any situations that need attention.
- Possess a working knowledge of Microsoft Word/Office, the ability to use smartphones, etc.
- A willingness to learn and utilize Damascus Way's software and recordkeeping systems.
- Manage incoming/outgoing mail.
- Uphold all facility and program policies, Damascus Way's policies, and Scott County's policies with integrity and excellence.
- Draft incident/termination reports, and conduct verbal and written violations as necessary.
- Conduct Urine Analysis and Breathalyzer Analysis tests for residents, and enforce policies as test results dictate.
- Write letters to previous and future residents, their agents, letters of recommendation, etc.
- Provide support to other staff with scheduling, programming, and coaching residents, etc.
- Other tasks as assigned by the Executive Director and/or Area Director.

The shift coordinator must agree with and adhere to Transform Minnesota's Statement of Faith, Core Values, and Code of Conduct.