



# DamascusWay

The Road To Freedom

## Part Time Shift Coordinator

**Reports to:** Site Director

### Job Overview:

The Shift Coordinator at Damascus Way is a central role in the daily execution of its core services. This position requires high energy, person focused commitment. The individual hired for this position must be an independent self-starter who can handle multiple tasks simultaneously. This position is part-time and will require shift rotation. The shift coordinator's responsibilities fall into three main categories; (1) this role is the first point of contact from outside vendors, contractors, stakeholders, potential residents, etc. (2) Provide administrative and program support to the residents of Damascus Way. Support may include transporting residents, coaching/mentoring and assisting residents with various objectives. (3) Provide support to Reentry Coordinators as relating to the supervision of in-house residents as well as residents that are away from the facility.

### Detailed Responsibilities:

- Manage house operations on assigned shift.
- Provide coaching, mentoring, and spiritual leadership both internally and externally.
- Dispensing medications to residents in a timely manner, logging record of meds.
- To have a working knowledge of housing agreements, service contracts, and billing practices.
- To understand and adhere to facility and program expectations.
- Conduct new resident facility orientation walkthroughs.
- Conduct multiple site and facility walkthroughs on each shift.
- Promptly manage incoming/outgoing email and mailings.
- Monitor and log activity of residents and report any discrepancies.
- Draft incident/termination reports, policies, and conduct verbal and written violations.
- Conduct Urine and Breathalyzer Analysis, and report results via email and web-based apps.
- Write letters to previous and future residents.
- Provide support to Reentry Coordinators with scheduling, planning and coaching residents
- Transport residents to and from required appointments as required.
- Other tasks as assigned by the Site Director.



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## Qualifications:

- High School Diploma or equivalent.
- Experience working with people in re-entry and/or recovery.
- People oriented, service focused individual.
- Good verbal and written communication.
- Ability to serve with excellence in a fast-paced environment.
- Strong navigation of the internet, conducting searches, utilizing various web-based applications
- Working and growing knowledge of community resources, Department of Correction policies, and collaborative partnerships.
- Possess a working knowledge of Microsoft Office suite (Outlook/Word/Excel/PowerPoint).
- Valid MN driver's license.
- Aptitude to learn new software systems and applications.
- Minimum one-year sobriety from all substances and alcohol.
- Must pass DHS Background study or be set-aside eligible.
- Preference given to Certified Peer Support Specialist.
- Agree with and adhere to Transform Minnesota's Statement of Faith, Core Values and Code of Conduct.

Interested individuals should apply via the Damascus Way website