

Operation Nightwatch

Job Description

JOB TITLE:	Street Minister II-B
REPORTS TO:	Street Minister I
SUPERVISES:	none
FLSA STATUS:	EXEMPT: x NONEXEMPT:

JOB SUMMARY

The Street Minister II-B will provide service and pastoral care to homeless people in Seattle, in a way that is consistent with our Christian foundation – with an emphasis on fairness, honesty, dignity and respect. The Street Minister II-B will move homeless people toward safety, shelter, treatment, employment, and housing, by utilizing volunteers, in-kind resources, and community connections. This is a full-time (40hrs/wk) position. Salary range \$42K-\$47K/yr DOE, plus benefits.

ESSENTIAL JOB FUNCTIONS:

(Responsibilities, Accountabilities, and Competencies; May not include all duties of this job)

Outreach & follow-up

1. Primary focus is to engage with unsheltered and homeless people in Seattle communities, while following COVID-19 response best practices, and develop ongoing relationships consistent with Nightwatch’s holistic approach to doing ministry.
2. Assist homeless people in identifying their unmet needs, work alongside them to meet those needs. In the context of providing ongoing Christian pastoral care, meet consistently with homeless people and help them move toward stability.
3. Move homeless people toward safety, shelter, housing, treatment, employment, and relocation when needed.
4. Supervise outreach volunteers in working with homeless people.
5. Identify new opportunities for outreach ministry in the Seattle community.
6. Support new programmatic responses in collaboration with existing Nightwatch ministries and staff, including Shelter Dispatch and Senior Housing Program.

Volunteer and Resource Development

1. Work collaboratively with Street Ministers I and II to increase capacity of outreach volunteers.
2. Work collaboratively with Nightwatch administrative team to solicit in-kind donations for distribution to unsheltered people, using social media and personal contacts.
3. Work collaboratively with Nightwatch administrative team to locate resources that will assist clients in accessing other services.

Administrative

1. Compose daily logs that document activities, volunteer hours, and significant happenings.
2. Keep a confidential client log to document basic client information, actions needed and outcomes.
3. Document in-kind donations using established Nightwatch procedures.
4. Work collaboratively with the Nightwatch administration team to coordinate inclusion of Nightwatch Senior Housing Tenants and Nightwatch Shelter Dispatch clients in circle of care.

ESSENTIAL JOB QUALIFICATIONS:

(Any equivalent Combination of Knowledge, Skills, Abilities, Education, and Experience)

- 1. **Education:** Bachelor’s degree or equivalent experience required.
- 2. **Experience:** Two years working with homeless or marginalized individuals required. Time spent working with individuals experiencing homelessness in a one-on-one basis, developing relationships, and attaining successful outcomes required. Cultural competency and time spent working with individuals from diverse backgrounds required. Healthcare experience preferred, but not required.
- 3. **Required Skills:** Ability to communicate in person, through writing and via email. Familiar with Microsoft Office programs, i.e. Outlook, Excel; as well as some social media. Collaborative, works well with others. Outstanding organizational skills are required.
- 4. **Personal Qualities:** Holds a mature Christian faith. Strong connections to a local Christian church body. Able to work effectively with Christians from varied traditions and practices. Cares about homeless people. Maintains clear personal boundaries. Practices good self-care. Creative problem solver. Self-starter. Able to follow through on assignments. Able to commit to late nights/weekends and irregular work schedule. Flexible, able to work under pressure. Follows instruction.
- 5. **Other Qualifications:** Ability to lift 40 pounds required. Demonstrated passion for poor and homeless people required. Valid WA State driver’s license required.

Physical Requirements:

- | | | | |
|---------------------------------------------------|--------------|--------------------------|--------------|
| <input type="checkbox"/> Standing/walking: | Frequently | Sitting: | Constantly |
| <input type="checkbox"/> Lift/Carry: | Occasionally | Push/Pull: | Occasionally |
| <input type="checkbox"/> Climbing: | Rarely | Bending/twisting: | Frequently |
| <input type="checkbox"/> Hands/Arms: | Constantly | Sight: | Constantly |
| <input type="checkbox"/> Speech/Hearing: | Constantly | | |

Key: Constantly = over 2/3 time; **Frequently** – 1/3 – 2/3 time; **Occasionally** = 1/3 – 1/10 time
Rarely = less than 1/10 time **Never**

This Job Description reflects Operation Nightwatch’s best effort to describe the essential functions and essential qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities, or qualifications of the job. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. This not intended to be a contract. Your signature indicates you have read this Job Description and understand the essential functions and essential qualifications of the job.

Employee Review: _____ Date: _____

Supervisor Review: _____ Date: _____