

House Facilitator

Grace Beyond Borders NWI, Inc. is a 501(c)(3) non-profit Christian ministry that meets the physical and spiritual needs of those impacted by homelessness and addiction. We are seeking a qualified candidate to join our team as an Overnight House Facilitator. This person supports Grace Beyond Borders' Mission and Executive Director, including reception and direction to participants, provides advocacy and life coaching to participants, assures appropriate services are provided for participants, and ensures the safe, smooth, and clean operation of the mission during the assigned shift.

Hourly Rate: \$15 per hour (Contract and Internship Eligible)

Essential Functions

- Maintain timely and accurate documentation regarding daily program activity, incident reports, and mandatory reporting.
- Oversee proper handling and documentation of resident communication, including phone messages.
- Oversee reception functions, including phones, security cameras, and greeting, ensuring the highest customer service at our Women and Children Mission.
- Monitor all safety and fire hazards, as well as guest activity.
- Fulfill the residents' requests for clothing, hygiene supplies, etc.
- Maintain a positive, pleasant, professional attitude with other staff to model transparent and supportive Christian relationships, serving as a leadership example for program guests.
- Provide and facilitate an environment that shares with guests the full range of resources available to assist them, particularly further GBB programming, in overcoming the conditions that cause homelessness.
- Oversee, encourage, and train volunteers and interns as needed.
- Any other job-related duties as assigned by the supervisor.
- Reflects personal integrity in attitude and behavior toward residents, volunteers, participants and staff.

Other Duties

- Demonstrate Grace Beyond Borders' core values of organizational integrity, organizational unity, and organizational effectiveness.
- Complete Servsafe, Peacemakers, Adverse Childhood Experiences (ACE), and First Aid/CPR training.
- Attend All Staff meetings.
- Attend Women and Children Mission Meetings.
- Perform other job-related duties as assigned.

Education, Training and Experience

- GED or associate degree required
- Two years of experience in a related field preferred
- Valid Driver's License

Schedule

- Part-time – Tuesday through Friday from 11pm to 7am, with the opportunity to work additional hours.

READY TO APPLY?

Send your resume to gianaw@gracebeyondborders.org today!