

**Pathway Ministries – Position Profile:
Community Care Specialist**

Pathway Ministries is a privately funded 501 (c) 3 non-profit, evangelical Christian ministry whose designated purpose is religious. We are a Christ-centered ministry which is dedicated to sharing the Gospel and helping the homeless and impoverished. Pathway Ministries considers every position one of ministry and a vital and valued part of our team. Therefore, it is essential that all employees of Pathway Ministries have a personal relationship with Jesus Christ and subscribe to our Mission, Vision, Statement of Faith, Core Values, and Employee Commitments upon hire and continuously while employed. Employees are encouraged and expected to share the Gospel as opportunities arise.

Our Mission / Purpose: To create pathways out of poverty through Jesus with our neighbors in need.

Our Vision: To see the Kingdom of Christ advance in Peoria and beyond through human flourishing.

Our Values:

The Pathway Team will be passionately:

- Gospel-Centered
- God-Dependent
- Call-Motivated

The Pathway Organizational will be committedly:

- Kingdom-Minded
- Community-Focused
- Partnership-Oriented

Our Strategy: To cultivate supportive relationships with strategic partners to provide compassionate crisis care that leads toward collaborative and transformational pathways.

Our Objectives: For those we serve to have hope and flourishing life, demonstrated by:

- **A lasting relationship with Christ**
- **Affordable, Independent Housing**
- **Sustainable Employment and Income**
- **A life of sobriety and clarity**
- **A vibrant and viable Church connection**

Position Overview: This role requires a follower of Jesus with a heart of compassion and a desire to use your gifts to assist with the initial intake process and lead guests within our guidelines while they reside at Pathway residential facilities. Assist in overseeing daily operations, maintain the integrity of the facility, build Christ-centered relationships, advise and share the gospel with guests. Assists Residential Center Coordinator and Pathway Advisors with security and implementation of case management goals with program participants. Direct overnight/emergency guests with Pathway services available and encourage those guests to join the renewal community. Assist Chaplaincy with the Gospel Presentation video as needed.

Full-time/Part-time, covering a variety of hours, weekends, and holidays as needed

Reports to: Men's and/or Women's Residential Center Coordinator as assigned

Supervises: N/A

Required Skills / Experience:

- Must demonstrate a vibrant, growing personal relationship with and love for Jesus
- Ability to communicate the basic truths of scripture to those God has entrusted to our care
- Must agree with Pathway Ministries' Statement of Faith, Mission, Vision and Values and meet Employment Guidelines
- Must possess a heart for the poor and at-risk of our community and a desire to treat guests with dignity and respect
- Basic computer skills and experience with data entry
- Practical experience with homeless, mentally challenged and/or addicted persons

Role Duties/Responsibilities:

- Able to communicate the mission and vision of Pathway Ministries and ability to inform about the overnight services; Renewal programs & Next Step vocational programs
- Supervise guests in daily living at our residential facilities
- Trained and able to navigate the Mission Tracker intake process and write notes in the appropriate organizational log
- Write and record incident reports
- Assist the Residential Center Coordinator and Pathway Advisor Team in the daily operations of the facility assigned
- Be visible to clients by patrolling through areas of the building, make bed checks, supervise the dining hall during mealtimes, assist with laundry and making of beds
- Supervise renewal and Reconnection program students who serve during daily operations
- Manage the front desk and ensure that all guest details are being completed
- Hold guests accountable to the house policies of Pathway Ministries and assist in disciplinary measures if taken
- Manage med calls for overnight emergency guests and Next Step students who require assistance
- Preach chapel service message or lead devotions when need arises
- Ensure the cleanliness of the building before and at the end of your shift (duties assigned, etc.)
- Attend staff meetings and additional training opportunities as required
- Attend all staff chapels, as able, on a monthly basis
- Hold students and guests accountable to specific aspects of their case management plans as directed by the Pathway Advisor team (breathalyze guests, late passes, job readiness assignments etc.)
- Be willing to assume any and all responsibilities as they arise to ensure the safety and security of the building and its residents

Team Operational Values: Commitments we hold each other accountable to in order to function as an effective team

- **Mission/Vision First:** We value our vision first and our specific ministry area second. The big picture of our Mission and Vision defines our ministry. Our specific ministry area submits to this greater vision.
- **Relationship:** We value healthy relationships. We are a team and we will seek to know each other as people first and colleagues in the ministry second.
- **Silence is Not an Option:** We value all opinions, and we have permission to speak and question. Our yes is our yes and or no is our no.
- **Listening:** We value active listening so we will seek to understand first before seeking to be understood.
- **Confidentiality:** We value open, honest, safe communication so we will hold our conversations in confidence. We will respect and honor each other, and there will be no "triangles".

- **Conflict Resolution:** We value creative tension, we realize conflict as our friend, and we will embrace it rather than avoid it.

External Covenants:

- Commitment to growing relationship with Christ
- Pathway Covenant of Faith and Practice

Department Outcomes / Goals:

TBD