



Job Announcement

Updated 7.29.24

Residential Care Staff (RCS)

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 Residential Care Staff. This individual assures appropriate services are provided to participants and ensures the safe and smooth operation of the Emergency Transition Mission (ETM) during the assigned shift.

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

Essential Functions

- Orient and support program participants at ETM; assist with basic needs, while ensuring participant safety, facility security, and adherence to all guidelines.
- Maintain complete and accurate intake and daily checklists, records and logs. Alert appropriate staff, especially Case Managers, of situations requiring action/attention.
- Ensure ETM guidelines and rules are followed to promote a safe environment for program participants, staff, and volunteers through supervision of communal areas.
- Administer drug and breathalyzer tests.
- Reflect personal integrity in attitude and behavior toward guests, volunteers, participants, and staff.
- Assist in emergency shelter as needed.

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 quarterly All Staff meetings and monthly Grace Beyond Borders NWI, Inc. staff meetings.
- Perform other job-related duties as assigned.

Education, Training and Experience

- Valid Driver's License
- Associate degree or equivalent experience preferred
- 1 year of experience in a related position/field required
- CPR and First Aid Certification preferred

Schedule

- Part-time – Tuesday through Friday, 5pm-11pm up to 20 hours per week
- Part-time – Saturday through Monday, 5pm-11pm up to 20 hours per week

READY TO APPLY?

Send your resume to qianaw@gracebeyondborders.org today!