



Position Details

Job Title: Program Coordinator

Reports to: Director of Program

Pay Range: \$19.00 - \$21.00/hr

Job Description:

The Program Coordinator assists the Director in the daily operations of the program. Will conduct initial assessments to determine guest needs and develop a personalized plan to meet their goals. They will provide proper education through facilitating classes, one on one meetings to review progress, provide counsel and ensure that goals are being implemented. Recommend class facilitators and class topics. Frequently assess classes and facilitators to determine any changes needed; Assist in developing policies and procedures; Oversee small groups; Oversee vocational experience: schedule, placements, training, and evaluation. Teach Bible, Life Skills and/or Addiction education classes as needed; Conduct orientation for new residents; Oversee house meetings; May conduct orientation sessions for accepted participants, including the completion of paperwork, and dispensing handbook. Fill in when the Director of Program is not on campus.

Who you are:

- Someone who recognizes the value of other people regardless of their choices.
- Attentive with a listening ear and desire to give respect and time to our clients and guests.
- A good example of who Christ is and willing to share how He saved you from yourself.
- Dependable and trustworthy with sensitive and personal information.
- Fair in situations and able to determine what is just and equitable in difficult situations.
- Gentle in character and able to be calm and tender when others are challenging.
- Generous in heart, empathy, patient, and humble.
- Someone who brings excellence to everything you do.
- Able to work in a fast-paced and constantly changing environment.
- Great at time management.
- Leadership with grace and truth comes naturally.

What you'll do (just the basics):

- Guide clients to develop and maintain the life skills necessary to obtain their goals.
- Provide guidance, resources, and referrals as necessary to guests and assist in case management.
- Facilitate classes in relapse prevention, parenting, finances and job readiness.
- Conduct conflict resolution meetings with clients who are not getting along.
- De-escalate situations with client to keep community safe.

Bonus Points:

- You have the flexibility to adapt to changes and take on new responsibilities as the organization grows.
- Puedes hablar, leer y escribir en español.
- You're excited to work in a fun fast-paced atmosphere where everyone takes the mission seriously, but no one takes themselves too seriously.

Education/Experience:

An AA or higher in the areas of Drug and Alcohol, Counseling, Social Work, Human Services or related field; RADT required, CADC or LADC and at least 2 years working in the area of counseling, addiction treatment, or social work preferred.

Requirements:

A mature walk with Jesus Christ and able to articulate Biblical beliefs and their application within the context of the Fresno Mission. All employees of Fresno Mission are an integral part of the outreach ministry of a non-denominational, evangelical ministry sharing the Gospel of Jesus Christ through transformational programs that provide food, shelter, clothing, education, job training and renewal of families to the poor and addicted. All employees are Christian missionaries and are required from time to time to participate in chapel services, outreach ministries, Bible studies and prayer times. Due to the nature of these types of ministries, it is an absolute necessity that each employee possesses and maintain a Christian testimony of their faith and experience in Jesus. Must be in agreement with the Statement of Faith of the Fresno Mission.

Application Process:

Please email the following documents; all three are required for consideration of your application:

1. Letter of interest which includes a narrative detailing how you believe you qualify for this position.
2. An updated resume.
3. The names, email addresses, and phone number of three references.

Please email all documents to HR@fresnomission.org

No phone calls.