

Los Angeles Mission, Inc.
Job Description

Job Title: Chaplain's Assistant (On-Call)
Department: Women's Resident Ministries
Reports To: Administrative Assistant / ADC Bridge Bed Program Coordinator
FSLA Status: On-Call, Part-Time Non-Exempt
Grade Level: 5
Prepared By: Human Resources
Prepared Date: Revised August 2017

SUMMARY: Demonstrates Christ-like behavior and attitude in all job duties and responsibilities. Responsible for monitoring and maintaining security at the Anne Douglas Center by performing the following duties:

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Singularly responsible for safety and oversight of students during an 8-hour shift.
(Normally, the only on-site Staff on Duty.) Calls/contacts designated person on Staff or LAM Security when necessary.
- Keeps in contact with LAM Security by 2-way radio.
- Conducts routine bed checks at quiet time and periodic room checks throughout the shift, reporting absences, etc.
- Communicates observations to chaplains (by Chaplains' Communiqué, e-mail or phone call) regarding behavioral patterns that may or may not conform to program guidelines.
- Assist Chaplains in the collection and analysis of urine samples for drug testing.
- Inform Chaplains of all urine sample results the same day via-mail.
- Monitors residents' prescription medications
- Checks interior and exterior of facility at regular intervals.
- Creates and submits daily reports of unlocked doors, maintenance problems, rule violations and any activities.
- Checks in with Los Angeles Mission Security Department occasionally.
- Escorts residents to weekly and/or Sunday Chapel Services.
- May transport and supervise residents on outside activities.
- May be asked to conduct Sunday Morning Bible Study with Student Residents.

- As appropriate, offers prayer and encouragement consistent with Scripture and the principles of Los Angeles Mission, Inc.
- Attends Staff Meetings and Staff Devotions (when possible).
- Provides clerical support as assigned.

SUPERVISORY RESPONSIBILITIES:

None

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/EXPERIENCE:

High school diploma or general education degree (GED) and two years related experience and/or training; or equivalent combination of education and experience. Have skill or experience in management of difficult behaviors. Conflict Resolution and/or Management of Aggressive Behaviors experience and skills a plus.

TECHNOLOGY SKILLS:

Computer literacy is required. Must minimally be able to operate Microsoft Word, Microsoft Outlook, and internet-based applications like ADP Workforce Now Employee/Manager Self Service Portal and Outlook Web Access with ease. Other business software may be deployed related to job functions.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization. Bi-lingual English/Spanish a plus.

MATHEMATICAL SKILLS

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations, using units of American money and weight measurement, volume, and distance.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS:

Current valid California Driver's License and insurability preferred.

LOS ANGELES MISSION EVENTS:

All Mission employees are required to work the four (4) yearly Mission street events; Good Friday, Summer Block Party, Thanksgiving and Christmas, if/as scheduled. Accommodations will be made if necessary. Exceptions must be approved by a member of the ELT and Special Assistant to the President.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk, hear, stand and walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is occasionally exposed to a disagreeable element such as noise, heat, dust or cold. Employee could be exposed to some danger of injury or abuse from angry or intoxicated guests who may be prone to violence. Employee could be exposed to some risk of communicable disease from guest of facility, exposure to TB and other respiratory diseases. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

I understand the above job description and agree to comply with, and be subject to, its conditions. I understand that the Mission reserves the right to delegate, remove, expand or change any and all responsibilities listed above and will inform me of any such change. In addition to meeting the job duties listed above, I agree to abide by the Mission policies contained in the employee handbook. I acknowledge that I can fulfill the above duties with our without reasonable accommodation.

Employee Signature

Date

Employee Name (please print)

Date

Approval

Date