

Los Angeles Mission, Inc.
Job Description

Job Title: Program Assistant Part-Time
Department: Women's Resident Ministries
Reports To: V.P. Women & Family Programs
FLSA: Part-Time, Non-Exempt
Prepared By: Human Resources
Approved Date: August 2018

SUMMARY:

Demonstrates Christ-like behavior and attitude in all job duties and responsibilities. Program Assistant is an entry-level position, that provides program support in the ADC women's recovery program. Responsible for monitoring and maintaining safety at the Anne Douglas Center by performing the following duties:

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

- The Program Assistant performs support services of the ADC program, supporting case managers in organizing, and coordinating the implementation of program enrichment and extracurricular planned activities.
- Assists in case management services and activities within the Anne Douglas Center, with case manager approval, contacts other public and private agencies in order to promote support for program activities.
- Monitors the consistency and quality of meals, meal operations, and meal supportive services with LAM/ADC.
- Initiates rooms, supply and equipment requests as needed.
- Coordinates student activity and ISP/ care plans, develops, and coordinates pre-approved social, recreational, and educational activities for program students.
- Oversees student's cleaning of the facility, after meals and monitors meal times, vocational or ministerial assignments.
- Performs routine clerical duties, including entering data into the computer, schedules intake appointments, and handling general office duties.
- Obtains and dispenses accurate information concerning departmental programs.
- Disseminates program information to potential students and completes preliminary determination of eligibility to participate in programs and program activities.
- Assists in maintaining program records and in the preparation of follow-up reports.
- Receives a variety of information which may be of a confidential nature.
- Types correspondence, reports and writes letters.

- Assists with the supervision of volunteers, student workers and/or interns.
- Serves as a resource staff member.
- Attends required employee/ staff meetings, workshops, and training.
- Documents daily shift duty of student behavioral issues, rule violations, and notifies assigned chaplain.
- Ensures safety of guests and residents at the Anne Douglas Center. Calls designated persons when necessary.
- Checks in with Los Angeles Mission Security Department occasionally during shift.
- Conducts routine bed checks at quiet time and periodic room checks throughout the shift, reporting absences, etc.
- Monitors residents' prescription medications and urine tests for residents.
- Communicates observations to Chaplains regarding behavioral patterns that may or may not conform to program guidelines.
- Attends Staff Meetings, and Staff Devotions (if possible).
- Assist Chaplains with group and other duties as requested.
- Participates in special projects assigned by V.P. Women's & Family Programs.
- Participates in active recruitment and community outreach to bring in new students.
- On occasion transports residents on outside activities.
- May coordinate Saturday and/or Sunday Bible study with residents.
- May escort residents to Sunday Chapel services.
- Participates in special projects assigned by V.P. Women's & Family Programs.
- Participates in active recruitment and community outreach to bring in new students.
- Flexible schedule required, with the ability to work evening and weekend hours.
- Performs other job-related duties as needed.

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/or EXPERIENCE:

High school diploma or general education degree (GED); plus ten (10) years job-related experience and/or training in Alcohol & Drug Studies; or equivalent combination of education and experience. Must have some experience working with the homeless and/or with addicts. *Preferred: Certificate in Alcohol and Drug Studies and/or Certified Alcohol & Drug Counselor. Combined education, training, vocational training and/or combined direct work experience. Ability

and willingness to work independently with integrity and professionalism in the community. Clearance of TB test, fingerprinting, and any other State/Federal requirements. Valid California Driver's License and insurance.

TECHNOLOGY SKILLS:

Computer literacy is required. Must be able to operate Microsoft Word, Microsoft Outlook, and internet-based applications like Paychex Flex 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 maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

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.

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.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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 may be exposed to some abuse from angry callers. Employee is regularly exposed to some risk of communicable disease from guest of facility, exposure to TB and other respiratory diseases.

I understand the above job description and agree to comply with, and be subject to, its conditions. I understand that the company 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 Company policies contained in the employee handbook. I acknowledge that I can fulfill the above duties with or without reasonable accommodation.

Employee Signature

Date

Employee Name (please print)

Date

Approval

Date