



Job Title: Work Therapy Supervisor

Position Status: Permanent, Full-Time

Employee Classification: Exempt

Staff Supervisor: Lead Recovery Coach

Job Overview: The Work Therapy Supervisor provides direct leadership in the areas of Work Therapy, Food Service, and Facilities for the participants in the Christian Community of Recovery (C-COR).

Overview

Work Therapy is a core aspect of the recovery program, allowing the participants to put into practice both the principles of recovery and soft-skills required for employment. The Work Therapy Supervisor is responsible for the on-going development and execution of Work Therapy throughout the organization.

Responsibilities

1. Maintain, monitor, and encourage a Christ-centered recovery environment.
2. Manage Work Therapy schedules and assignments in the areas of Guest Services, Facilities, and Food Service.
3. Manage the areas of Food Services and Facilities, including staffing, planning and budgets.
4. Serve as the link between staff and recovery team as it relates to Work Therapy issues involving program participants.
5. Develop and integrate Work Therapy principles and support systems within Shelter KC Staff and program participants.
6. Be the soft skills subject expert for the program participants through teaching, training, coaching, and assessment.
7. Build relationships with local businesses and organizations to provide program participants with opportunities for job preparation & employment.
8. Other duties as assigned.

Travel Requirements: Rare, but possible for conferences, donor events, local businesses, and/or training events.

Conduct: All employees must conform to Shelter KC's "Qualifications for Employment" and support the Shelter KC "Statement of Belief" as outlined in the Employee Handbook.

Qualifications for Employment:

- Must be a born-again Christian, possess a strong Christian character and be loyal, patient, tactful, pliable, teachable, and active in a local church
- Interest in all aspects of rescue mission work and a dedication to promoting Shelter KC

- Adaptable team player comfortable working in a diverse, creative, and fast-paced environment
- Experience with Microsoft Office products; comfortable with learning new computer applications

Salary & Benefits: This is a full-time, salaried position. Salary will be based upon experience. Benefits include Life/AD&D/LTD insurance, health insurance with HRA, dental insurance, 9 paid holidays, a generous PTO policy, and a 403(b) retirement plan.