



Women's Center Recovery Coach

Shelter KC is hiring a full-time Recovery Coach to serve in our Women's Center. Shelter KC is a Christ-centered community serving among the poor and homeless of Kansas City. The Women's Center is a 20-bed residential facility for single, homeless women located near downtown KC. We offer hope and the opportunity for reconciliation and transformation through programs of relief, recovery, and reentry, empowering those we serve to reach their full potential.

Primary Job Responsibilities include but are not limited to:

- Oversee the everyday operation of home activities as outlined in the Resident Handbook
- Create and maintain a safe and effective home environment
- Facilitate conflict resolution
- Plan and coordinate activities
- Additional duties may include scheduling, supervising and evaluating performance of community service assignments, inspecting client rooms, and issuing clothing and supplies. Other duties may be assigned as needed.
- The Recovery Coach administers random drug tests, when appropriate.
- The Recovery Coach attends a weekly staff meeting with other program staff. At this meeting, guest records are reviewed for compliance.
- The Recovery Coach is expected to be responsible for his own spiritual and professional growth and development. Shelter KC will provide assistance

Required Qualifications:

- 1 year of relevant/similar work experience in social services preferred
- Professing Christian who is active in their local church
- Have a heart and passion for the homeless community
- Have a valid driver's license and clean driving record
- Excellent people skills
- Critical thinking and analytical decision-making abilities
- Good communication skills
- Knowledge of Microsoft Office Suite (Word, Excel, Outlook)
- Ability to multi-task and handle potentially stressful situations

Preferred Qualifications:

- Experience working with homelessness, domestic violence, trauma, mental illness, and/or other challenges is a plus.

All staff are required to adhere to and fully support Shelter KC's Mission Statement, Core Values, and Statement of Belief which can be found here: <https://www.shelterkc.org/about/employment/>

To apply, please visit <https://www.shelterkc.org/wp-content/uploads/2021/01/Pre-Employment-Questionnaire.pdf>

Job Type: Full-time
Monday – Friday
(2:00pm – 10:00pm)

Pay: \$17 - \$18.00 per hour *based on prior work experience