



## Women's Center Recovery Coach

Shelter KC is hiring a Part-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:

- 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
- Ensure client confidentiality / Maintain physical safety of all clients
- Maintain accurate records, data bases, statistical information, and documentation
- Perform other duties as assigned and needed

### **Required Qualifications:**

- 2 years of relevant/similar work experience in social services preferred
- Bachelor's Degree (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 / Good communication skills
- Critical thinking and analytical decision-making abilities
- Knowledge of Microsoft Office Suite (Word, Excel, Outlook)
- Ability to multi-task and handle potentially stressful situations
- Experience working with homelessness, domestic violence, trauma, mental illness, and/or other challenges is a plus

Job Type: Part Time (Tuesday – Thursday) + Pay: \$20.00 per hour for day and evening shifts.

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/>

To apply, please visit <https://www.shelterkc.org/about/employment/>