



**Women's Resident Counselor  
The Gospel Mission  
Sioux City, IA**

**The Gospel Mission is a nonprofit, non-denominational Christian Ministry dedicated to serving the homeless and needy in Siouxland. The Mission, founded in 1938 is dedicated to feeding the hungry, clothing the poor, sheltering the homeless and leading them to Christ.**

**Position Summary:**

Under the supervision of the Director of Women's and Children's Shelter, the Women's Resident Counselor is responsible for providing daily devotions, conducting intakes with potential residents, overseeing the safety of all residents, communicate information to other employees, answer phone calls, and complete stats and bed list forms.

**Reports to:**

Director of Women's and Children's Shelter

**Exempt/Non Exempt:**

**Required:** Must be willing to sign the Gospel Mission Statement of Faith; and Marriage and Sexuality Statement, and be a member of a local Bible believing church.

**Position Responsibilities**

1. Able to provide daily devotions
  - a. Be a student of the Word of God
  - b. Conduct devotions when required
2. Able to conduct and complete thorough intakes, using approved assessments and forms.
3. Oversee the safety of all residents throughout your shift.
  - a. Being aware of everyone who is in the building.
  - b. Reporting and documenting incidents.
4. Able to supervise the activities of the women and children.

5. Be able to communicate effectively shelter information with other resident counselors for shift exchange.
6. Answer all phone calls and convey messages in a timely and professional manner.
7. Complete daily stats and bed list forms.
8. Attend weekly and/or bi weekly meetings.

### **Education and Experience**

1. Required: High School Diploma
2. Preferred: 2+ years of experience working with homeless or low income people.

### **Skills/License/Certifications**

- Computer – Microsoft products

### **Physical Demands/Work environment**

- Office (Sitting, standing, lifting, carrying etc.)
- Outdoors (walking, extreme temperatures, etc)
- Indoors (steps, standing, lifting, carrying, etc)
- May be subject to hostile and emotionally upset guests or visitors