



– WICHITA FALLS –
FAITH MISSION
EVERY STORY MATTERS

WICHITA FALLS FAITH MISSION, INC.
JOB DESCRIPTION

JOB TITLE: Assistant Men's Program Director

JOB CATEGORY: Full Time, Non-Exempt

ORGANIZATIONAL RELATIONSHIPS: The Assistant Men's Program Director reports directly to the Men's Program Director.

JOB SUMMARY: The Assistant Men's Program Director will assist the Men's Program Director. They are to participate as a team member of a 24-hour-agency of Wichita Falls Faith Mission, INC. (WFFMI.) They are to provide assistance for every aspect of the New Beginnings Program.

JOB DUTIES:

- Assist Men's Program director by updating Service Point Database for Programmers.
- Work directly with the offices of the District Attorney, Public Defenders, Probation and Parole Departments and file subsequent paperwork.
- Read, respond, file, and mail correspondence back to prisoners inquiring about program.
- Perform and record urinalysis on programmers. Report findings to lawyers.
- Assist Men's Program Director with Background checks on potential programmers.
- Help programmers overcome barriers to self-sufficiency, including but not limited to, lack of ID's, Birth Certificates, Social Security Cards, Eye Appointments, Jobs, Housing.
- Contact various agencies to clear warrants for programmers.
- Assist Programmers to gain benefits they are eligible for. This includes but is not limited to Indigent Health, SNAP benefits, Disability, Social Security.
- Drive programmers to appointments including Dr visits, and court hearings.
- Help maintain order and a Christian atmosphere throughout the Faith Mission Shelter
- While the position is primarily weekdays 8-5, overtime hours may be required in a variety of cases to attend to the needs of the program.

QUALIFICATIONS:

- Must be a mature, born again Christian, a member in good standing of a Christian Church that believes and teaches the Gospel of Jesus Christ and be willing to agree to the WFFMI Statement of Faith.
- Good Communication and people skills is a must.
- Skills in problem solving, good judgement, and the ability to work as a team member.
- Knowledgeable of community resources and networking.
- Ability to work with people of all ages, lifestyles, disabilities, and cultures.
- Above basic computer skills required.
- Must have organizational skills.
- Must have a working knowledge of addictions and their effect on people.
- Have a knowledge of programs provided by WFFMI.

SPECIAL QUALIFICATIONS:

- Must provide a clear testimony of a personal born-again experience of receiving Jesus Christ as personal Lord and Savior.
- Must lead by example as a servant and disciple of Biblical principles and standards.
- Must demonstrate a burden for the poor, hurting, and homeless and a passion to serve them and provide hope for them.

EDUCATION:

- High School Graduate or equivalent.

CONCLUSION: This job description is intended to convey information essential to understanding the scope of the Assistant Men’s Program Director position and it is not intended to be an exhaustive list of experience, skills, efforts, duties, responsibilities or working conditions associated with the position.

I acknowledge the receipt of the job description.

Signature: _____

Date: ____/____/____