

Operation Nightwatch

Job Description

JOB TITLE:	Street Minister II (Eastside)
REPORTS TO:	Street Minister I
SUPERVISES:	none
FLSA STATUS:	EXEMPT: NONEXEMPT: x

JOB SUMMARY

The Street Minister II will provide service and pastoral care to homeless people on the Eastside. This will be done in a way that is consistent with our Christian foundation – with an emphasis on fairness, honesty, dignity and respect. The Street Minister II will move homeless people on the Eastside toward safety, shelter, treatment and housing, by utilizing volunteers, in-kind resources, and community connections. This is a part-time (20hrs/wk) position.

ESSENTIAL JOB FUNCTIONS:

(Responsibilities, Accountabilities, and Competencies; May not include all duties of this job)

Outreach & follow-up

1. Engage with unsheltered and homeless people in Eastside communities, including Bellevue, Kirkland, Redmond, and others; developing ongoing relationships consistent with Nightwatch’s holistic approach to doing ministry.
2. Assist homeless people in identifying their unmet needs, working alongside them in meeting those needs, in the context of providing ongoing Christian pastoral care.
3. Move homeless people toward safety, shelter, housing, treatment, and relocation when needed.
4. Supervise outreach volunteers in working with homeless people.

Volunteer and Resource Development

1. Work with Street Minister I to engage with outreach volunteers.
2. Work collaboratively with Nightwatch administrative team to solicit in-kind donations for distribution to unsheltered people, using social media and personal contacts.

Administrative

1. Create and maintain daily logs, documenting activities, volunteer hours, and significant happenings.
2. Keep a confidential client log to document basic client information, actions needed and outcomes.
3. Document in-kind donations using established Nightwatch procedures.

ESSENTIAL JOB QUALIFICATIONS:

(Any equivalent Combination of Knowledge, Skills, Abilities, Education, and Experience)

1. **Education:** Bachelor’s degree or equivalent experience required.
2. **Experience:** Two years working with homeless or marginalized individuals required. Time spent working with individuals experiencing homeless in a one-on-one basis, developing relationships and attaining successful outcomes required.
3. **Required Skills:** Ability to communicate in person, through writing and via email. Familiar with Microsoft Office programs, i.e. Outlook, Excel. Collaborative, works well with others. Outstanding organizational skills are required.
4. **Personal Qualities:** Holds a mature Christian faith. Strong connections to a local Christian church body preferred. Able to work effectively with Christians from varied traditions and practices. Demonstrated passion for homeless people. Maintains clear personal boundaries. Practices good self-care. Creative problem solver. Self-starter. Able to follow through on assignments. Able to commit to late nights/weekends and irregular work schedule. Flexible, ability to work under pressure.
5. **Other Qualifications:** Ability to lift 40 pounds required. Demonstrated ability to establish and maintain relationships with diverse populations required. Demonstrated passion for poor and homeless people required. WA State driver’s license required.

Physical Requirements:

- | | | | |
|---|--------------|--------------------------|--------------|
| <input type="checkbox"/> Standing/walking: | Frequently | Sitting: | Constantly |
| <input type="checkbox"/> Lift/Carry: | Occasionally | Push/Pull: | Occasionally |
| <input type="checkbox"/> Climbing: | Rarely | Bending/twisting: | Frequently |
| <input type="checkbox"/> Hands/Arms: | Constantly | Sight: | Constantly |
| <input type="checkbox"/> Speech/Hearing: | Constantly | | |

Key: Constantly = over 2/3 time; **Frequently** – 1/3 – 2/3 time; **Occasionally** = 1/3 – 1/10 time
Rarely = less than 1/10 time **Never**

This Job Description reflects Operation Nightwatch’s best effort to describe the essential functions and essential qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities or qualifications of the job. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. This not intended to be a contract. Your signature indicates you have read this Job Description and understand the essential functions and essential qualifications of the job.

Employee Review:

Date:

Supervisor Review:

Date: