



MISSION WACO | WORLD

Job Description

MWMW Position Title: MY BROTHER'S KEEPER & MPOWERMENT DIRECTOR

Staff Group:

- | | | |
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| <input type="checkbox"/> Executive Staff | <input type="checkbox"/> Program Coordinator | <input type="checkbox"/> Operations/General Staff |
| <input checked="" type="checkbox"/> Program Director | <input type="checkbox"/> Program Staff | <input type="checkbox"/> Administrative Staff |
| <input type="checkbox"/> Retail Manager | <input type="checkbox"/> Retail Staff | <input type="checkbox"/> _____ |

Immediate Supervisor: Director of Meyer Center and Social Services

Tasks also assigned by: Associate Executive Director of Programs

Immediate Subordinates: MBK Monitors; Street Sweep program director; multiple volunteers

Status: Exempt Non-exempt

Position Originally Created: May 2018

Date Last Revised: October 2024

Hours Per week: Schedule is typically 40 hrs per week. MBK Director – 20 hrs; MPowerment: 20 hrs.

Overtime hours (occasional to rare likelihood) are pre-approved for emergencies with regard to My Brother's Keeper Shelter. For other duty assignments that might result in overtime hours (very rare) in Meyer Center program areas, contact supervisor for pre-approval for overtime hours.

General Summary:

My Brother's Keeper, located at 1217 Mary Ave. is a 56 bed emergency shelter for men and women, 18 years of age or older. It is open overnight only, however, shelter residents also receive case management and other supportive social services at MWMW's Meyer Center for Urban Ministries during weekdays, and possible other support from agencies throughout the Waco area. Operations include awake overnight monitor 7 days/wk, 56-bed facility, and volunteers who assist with evening chapel (optional for residents) and other areas of support.

Mpowerment provides job readiness skills, job search and job placement support for shelter residents and others through computer lab, resume writing, completing job applications, soft skills, etc. Orientation and interviewing new candidates, and maintaining regular schedule for the weekly classes (typically weekday mornings).

Critical Functions and Responsibilities

- 1. MBK Operations.** Oversee operation of the shelter including but not limited to: the scheduling of Monitors as well as keep Monitors on track and informed as to the Chapel schedule; making sure supplies are available; the cleanliness of the shelter is maintained; and the director is available on-call for any and all after-hour calls on weekdays and weekends.
- 2. MPowerment.** Track data and provide reports to the Director of MC & SS regarding the progress and employment of participants. Coordinate and implement MP class schedule and interaction with participants. Assist participants with job search, job development and job placement. Build connections with local employers (as time permits). Schedule and train volunteers.
- 3. Reports and HMIS.** Maintain records in accordance with HMIS (Homeless Management Information System) standards. Will conduct monthly in-depth data tracking, produce monthly reports and follow up on successful move-outs using the following methods addressed in onboarding for the job.

The functions and responsibilities contained in this Position Description are not all inclusive. Other duties and requirements may be assigned at any time in the Meyer Center and My Brother's Keeper program areas.

4. **Street Sweep.** Supervise Street Sweep program director. Provide challenge and support through regular meetings, reviewing program progress, etc. There will be some overlap between Street Sweep and Mpowerment participants through the natural flow of both programs.

Additional Functions and Responsibilities

1. Help address and diffuse incidents related to MBK residents. Report incidents in a timely manner to the Director of Meyer Center and Social Services. Participate in team meetings for restorative justice model evaluation and recommendation of next steps.

2. Severe weather conditions may require additional hours and flexibility depending needs of the organization and shelter arrangements.

3. Attend staff meetings and trainings as scheduled and make reports available to the Director of Meyer Center and Social Services.

4. Participate in Giant Worldwide leadership/communication development curriculum as offered by MWMW.

Requirements/Preferences

Minimum skills and knowledge required:

1. Knowledgeable in Microsoft Office
2. Basic understanding of Christian Community Development principles and philosophy

Skills and knowledge preferred:

1. Knowledgeable in Microsoft Office
2. Advanced understanding of Christian Community Development principles and philosophy

Minimum previous experience required:

1 year working with homeless population

Previous experience preferred:

3-5 years working with homeless population

Minimum education required:

Bachelor's Degree, or some education and extensive experience with population

Education preferred:

Master of Social Work Degree

Minimum communication skills required:

1. Must have excellent interpersonal skills – able to communicate appropriately and compassionately under pressure.
2. Represents Mission Waco's values with all program participants.

Communication skills preferred:

1. Has excellent ability to communicate.

Behavioral, emotional, mental requirements:

1. Must be a wise and mature Christ-follower.
2. Must be a strategic thinker.
3. Must have solid financial and organizational acumen.

Special training, certification or licensing required

1. HMIS Training
2. De-escalation Training

Other requirements:

Able to keep flexible hours.
Some light lifting (25lbs).
Ability to serve in a fast-paced, high-pressure environment.

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