



# MISSION

## WACO | WORLD

Job Description		
<b>MWMW Position Title</b> (type in CAPS): <b>DAY MONITOR – RECOVERY-MANNA HOUSE</b>		
<b>Staff Group:</b>	<input type="checkbox"/> Executive Staff <input type="checkbox"/> Program Director <input type="checkbox"/> Retail Manager	<input type="checkbox"/> Program Coordinator <input checked="" type="checkbox"/> Program Staff <input type="checkbox"/> Retail Staff
		<input type="checkbox"/> Operations/General Staff <input type="checkbox"/> Administrative Staff <input type="checkbox"/> _____
<b>Immediate Supervisor:</b> Recovery Director  Other duties as assigned by Associate Executive Director of Programs		
<b>Immediate Subordinates:</b> Full-time (30+ hrs/wk): None Part-time (up to 29 hrs/wk): None Work-Study: None		
<b>Status:</b> <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-exempt		<b>Position Originally Created:</b> December 2025
		<b>Date Last Revised:</b>
<b>Hours Per week:</b> 10-15/hrs/wk,		
<b>General Summary:</b> Day Monitor assists with transportation and general administrative duties for the recovery program, typically Manna House (MH), and occasionally for The Lighthouse (transitional living). Manna House is a male residential recovery program, serving 20-30 men per year. The program includes individual and group counseling, bible studies, church attendance, community 12-step meetings and case management. Phases 1-3 are at the main house location, and optional Phases 4-6 are in a separate transitional living house.		
<b>Critical Functions and Responsibilities</b>		
1. Maintain med log, Participant sign-in log, fire drill log.		
2. Maintain drug testing inventory.		
3. Attend and participate in weekly treatment team meetings. (Typically Wednesday mornings)		
4. Answer telephone and take messages according to federal confidentiality guidelines. Filing, and copying. Transport Participants to social service appointments and job search. Shop (groceries, supplies) for house needs. Complete assigned errands.		
<b>Additional Functions and Responsibilities</b>		
1. Attend Manna House staff meetings and trainings. Attend Mission Waco Mission World monthly staff meetings, as requested by supervisor.		
2. Participate in Giant Worldwide leadership/communication development curriculum as offered by MWMW.		
3. Fill out incident reports.		

*The functions and responsibilities contained in this Position Description are not all inclusive.  
Other duties and requirements may be assigned at any time.*

<b>Requirements/Preferences</b>	
<b>Minimum skills and knowledge required:</b> <ol style="list-style-type: none"> <li>1. Knowledgeable in Microsoft Office</li> <li>2. Effective communication skills</li> <li>3. Follow instructions and direction</li> </ol>	<b>Skills and knowledge preferred:</b> <ol style="list-style-type: none"> <li>1. Excellent communication skills</li> <li>2. Unafraid to ask for instruction or direction</li> <li>3. Some understanding of Christian Community Development principles and philosophy.</li> </ol>
<b>Minimum previous experience required:</b> Some experience working with those experiencing homelessness, addiction or mental health challenges	<b>Previous experience preferred:</b> 1+ year working with those experiencing homelessness, addiction or mental health challenges
<b>Minimum education required:</b> High School Diploma or GED	<b>Education preferred:</b> Associate's or Bachelor's Degree
<b>Minimum communication skills required:</b> <ol style="list-style-type: none"> <li>1. Must have excellent communication skills through email and interpersonal communication.</li> <li>2. Communicate appropriately and compassionately under pressure</li> <li>3. Represent Mission Waco's values with all program participants</li> </ol>	<b>Communication skills preferred:</b> <ol style="list-style-type: none"> <li>1. Have excellent communication skills</li> <li>2. Speak Spanish</li> </ol>
<b>Special training, certification or licensing required:</b> <ol style="list-style-type: none"> <li>1. De-escalation training</li> </ol>	<b>Special training, certification or licensing preferred:</b> <ol style="list-style-type: none"> <li>1. CPR Certified</li> <li>2. Trauma-informed care</li> </ol>
<b>Behavioral, emotional, mental requirements:</b> <ol style="list-style-type: none"> <li>1. Must be wise and mature Christ-follower</li> <li>2. Must be substance abuse free, or in recovery more than 5 years</li> <li>3. Must be able to professionally function and thrive in diverse culture setting.</li> </ol>	
<b>Other requirements:</b> <ol style="list-style-type: none"> <li>1. Able to keep flexible hours.</li> <li>2. Physically able to lift up to 50-75 lbs.</li> <li>3. Ability to serve in a fast-paced, high-pressure environment</li> </ol>	
<b>Other preferences:</b>	

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