

## **Water Street Mission Job Description Step-Up Director**

### **Summary:**

The Step-Up Director is responsible for ensuring that all WSM Residential guests have a clear plan to employment and work assignments/career development activities that support that plan. In addition, this position is responsible to walk alongside guests as they develop work skills and tackle personal challenges that would limit their employability. The position is mobile and relies heavily on real-time, personalized feedback.

**FLSA:** Exempt, Full Time

### **Step-Up Director must be:**

1. Willing to sign the Water Street Mission's Statement of Faith
2. A current and active member and/or regular attendee of a local church
3. Able to fully support the Water Street Mission's core values and ministry philosophy

### **Essential Duties:**

- Responsible for the overall administration of the StepUP program.
- Meets with Residential guests to support their career goals and provide feedback that assists in meeting their personal goals for renewal and career direction
- Develops job descriptions and evaluation tools for all work assignments/use the task assignments as a way to provide feedback and develop career skills
- Create and administer a guest internship program at WSM
- Develop an external externship program to move guests from internships to externships in the community
- Provides insight to Treatment team on guest needs
- Serves as a bridge between life coaches and work assignment supervisors
- Coaches guests in the development of job competencies, resume development, and career planning
- Ministers to Residential guests, reflecting God's love for each individual, through a non-judgmental, grace filled relationship
- Adheres to Water Street Mission Policy & Procedures
- Problem-solves & assists in conflict resolution with Residential guests in their work assignments
- Multitasks and adapts easily to a variable work environment
- Maintains accurate Guest information including reporting, and data management
- Participates in Action Plan meetings
- Performs all other duties as assigned

### **Education / Experience:**

A bachelor's degree is preferred. Preference will be given to candidates with experience in drug & alcohol addictions, mental health, behaviorally-based interviewing or career development. Competency in Microsoft Office products, computer data processing and email is essential. A valid PA driver's license is required. Agreement with the philosophy of Water Street Ministries is necessary. Spanish-speaking is an asset.

**Equipment:** Office equipment

**Supervised by:** VP of Programs

### **Physical Demands:**

*Occasionally = 1%-33%; Frequently = 34%-66%; Continuously = 67%-100%*

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position.

- Stand, walk, or sit - *continuously*
- Use hands to finger, handle, or feel - *continuously*
- Lift and/or move up to 30 pounds - *occasionally*
- Weekend and evening availability, on-call hours

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***Christian Life:***

Water Street Mission is a privately funded 501(c)3 non-profit, evangelical Christian ministry. Our designated purpose is religious and we are a Christ-centered ministry that is dedicated to sharing the Gospel and helping the homeless and impoverished. We consider every position to be essential in the fulfillment of our ministry and purpose statement. As such, each employee must have a relationship with Jesus Christ as their personal Savior and Lord. All employees must:

- Be able and willing to share the Gospel and participate in the ministry activities of Water Street Mission.
- Subscribe to the Water Street Mission Statement of Faith and Qualifications of Employment upon hire and continuously while employed.
- Adhere to the Water Street Mission Employee Handbook.