



Topeka Rescue Mission Ministry Position Description

Position Title: Director of Street Reach
Location: Main Shelter, 600 N. Kansas
Reports to: Deputy Director of Shelter Services
Date: September, 2024

SUMMARY OF RESPONSIBILITIES:

“Then the King will say to those on his right, ‘Come, you who are blessed by my Father; take your inheritance, the kingdom prepared for you since the creation of the world. For I was hungry and you gave me something to eat, I was thirsty and you gave me something to drink, I was a stranger and you invited me in, I needed clothes and you clothed me, I was sick and you looked after me, I was in prison and you came to visit me.’” “Then the righteous will answer him, ‘Lord, when did we see you hungry and feed you, or thirsty and give you something to drink? When did we see you a stranger and invite you in, or needing clothes and clothe you? When did we see you sick or in prison and go to visit you?’” “The King will reply, ‘Truly I tell you, whatever you did for one of the least of these brothers and sisters of mine, you did for me.’ Matt. 25:34-40

The Director of Street Reach is responsible for overseeing the various functions of outreach. The three foundational pillars of Street Reach include:

- Safety net – Providing a safety net for our neighbors who have disconnected with TRM shelter services.
- Engagement/Informative – Continually engage with neighbors to stay informed of needs and others who are in need of outreach.
- Emergency response – Being able to quickly follow the Emergency Response Plan to protect and provide needed services depending on the crisis.

These functions are made possible by the many partnerships between TRM and various local and state organizations and agencies as well as donations from generous supporters.

Cultivating trusting relationships between these partners and donors is a primary responsibility of the Street Reach director. It is imperative that the person in this position strive to be able to maintain positive relationships of love, honor, compassion, and peace with those whose lives are touched by Street Reach. Along with all other ministry positions, there is an expectation of sharing the love of Jesus Christ with the neighbors, guests and visitors of the Topeka Rescue Mission.

SPECIFIC DUTIES AND RESPONSIBILITIES:

- This position responsible for leading, training, and supervising the Street Reach Team including managing schedules, approving time-off requests and approving timesheets.
- Oversee the daily operations and functions of the Street Reach Team. This involves coordinating outreach teams and volunteers as well as directing outreach plans.
- Work alongside all TRM staff, and outreach volunteers in a collaborative effort.
- Manage and maintain weekly updates to the Street Reach Mapping System.
- Engage in public speaking as needed and requested with approval of TRM supervisors.
- Participate in and provide training opportunities internally and externally of TRM
- Document, maintain and report accurate outreach statistics and numbers for reporting purposes.
- Establish and train a volunteer team of outreach groups and individuals for the purpose of outreaching street homeless and individuals in the community.
- Foster partnerships with Shawnee County social service agencies and leaders

- Lead weekly debrief and planning meetings
- Lead and execute the emergency response plan when a crisis occurs
- Communicate the needs of Street Reach items and services needed to the appropriate party.
- Participate in the annual Point in Time count, census, etc.
- Act as back-up for Director of MAP Operations
- Coordinate and work closely with Director of MAP Operations for days of deployment
- Ensure inventory system is kept up to date
- Other assigned duties and responsibilities

EDUCATION AND EXPERIENCE:

- Associate degree in Human Services, Psychology, Social Work, Ministry, or related field preferred. High School diploma or successful completion of GED plus 3 years related work experience required. (Experience may be substituted for education as determined relevant by TRM).
- 3 years' experience and abilities in preventing, defusing, or resolving conflict between individuals or crisis situations with grace and accountability preferred, but not required.
- It is preferred that this employee attend and complete the TPD Citizens Academy within a year of employment.
- Experience and training in de-escalation, CIT (Crisis Intervention Training), and other mental health training needed and preferred

SKILLS, KNOWLEDGE AND ABILITIES:

- Ability to maintain strict confidentiality of written, electronic, and verbal communication and information.
- Ability to work as a member of a team, inspiring trust and speaking truth
- Excellent listening and communication skills, including verbal, written, and electronic.
- Ability to effectively work in a high stress, very busy and sometimes challenging work environment to include working with disadvantaged and sometimes difficult individuals needed.
- A heart of compassion, caring, love and ministry must be a part of this individual's life and in dealing with others.

LICENSES AND CERTIFICATIONS:

- Having a valid driver's license and the ability to meet requirement to be added to TRM's vehicle insurance policies preferred.
- Certification and/or training in de-escalation, CIT (Crisis Intervention Training), and/or other mental health training preferred
- Attain TRM forklift certification (to be completed upon hire)
- Attain UTV certification (to be completed upon hire) (enter web link)

WORKING CONDITIONS & PHYSICAL REQUIREMENTS:

- Ability to lift and carry at least 50 pounds often
- Ability to be very mobile and agile with much walking, sometimes briskly or running during a crisis or emergency along with the ability to traverse rough, difficult, and unstable terrains often such as woods, river and creek edges and dikes, where they may be lots of debris and trash.