BETHESDA MISSION

JOB POSTING

DEADLINE: **Open until filled**
TITLE: **House Supervisor (full-time)**
DEPARTMENT: **Women's Mission**
REPORTS TO: **Director of Women's Mission**

For more than 100 years, Bethesda Mission has been a place of hope and healing in Harrisburg. Our staff serve with a deep commitment to our Christian faith and to walking alongside men and women experiencing homelessness, addiction, and life challenges.

Summary of Position

Bethesda Mission is seeking a **House Supervisor** who will be responsible for ensuring the overall safety and security of the Women's Mission during assigned shifts, including day, evening, or night shifts every other weekend. This position helps maintain a peaceful and orderly environment for guests, staff, and visitors while reflecting the love of Christ through calm, compassionate, and consistent service. When available, this position may also cover shifts for staff absences due to illness or vacation.

All Bethesda Mission staff must:

- Provide a biblically sound testimony of having accepted Jesus Christ and lead a life worthy of that profession. Actively engage in private and corporate prayer, Bible study, regular church attendance, and holy living.
- Agree with and carry out responsibilities in accordance with the Mission's policies, including our Code of Conduct, Statement of Faith, Document on Sexual Sin and Brokenness, Value Statement and Narratives, and Mission Statement. These can be reviewed at bethesdamission.org/employment.

Key Responsibilities

- Maintains a safe and secure environment for all guests of the Women's Mission during assigned shift.
- Makes sure all alarms are functioning and conducts hourly rounds to ensure that guests are in proper area.
- Responds in a timely manner to any emergency situations that may arise, using sound judgment and a calm deportment.
- Prepares Incident Reports covering all significant problems.
- Ensures that all shelter areas are clean and free from clutter in order to provide a safe environment for guests.
- As necessary, puts away donations, weekly supplies, and similar materials
- At the beginning and end of shift worked, meets with the House Supervisor going off and coming on duty for the purpose of exchanging information concerning the continuity of house operations.
- Reports shift activities through daily staff mail.
- Drives guests to appointments, etc. as needed.
- Performs other duties as assigned to support the mission.

Qualifications

- A genuine heart for serving the poor, homeless, and hurting.
- High School diploma or GED required.
- Stable and responsible work history.
- Ability and willingness to lead or participate in devotionals, prayer, and ministry with guests and staff.
- Excellent interpersonal and communication skills with the ability to remain calm under pressure.
- Valid driver's license with a good driving record.
- Ability to manage stressful situations and maintain composure in crisis.
- Must successfully pass required background and child abuse clearance checks.

Physical Demands and Work Environment

The position involves regular movement throughout the facility, including walking, standing, bending, and climbing stairs. The House Supervisor will interact with guests who may be in emotional or physical distress and must maintain compassion and composure at all times. Reasonable accommodations may be made for individuals with disabilities.

Employee Benefits Overview

At Bethesda Mission, we care for the well-being of our staff by providing a robust benefits package:

- Medical Insurance
- Health Reimbursement Arrangement (HRA)
- Dental and Vision Insurance
- Paid Time Off (PTO), Personal Days, and Sick Leave
- Retirement Plan
- Life and Disability Insurance
- Employee Assistance Program (EAP)
- Professional Development

Why Join Our Team

At Bethesda Mission, you will be part of a team dedicated not only to the safety and security of the Women's Mission guests, but also to sharing the love of Christ with every guest. We offer a supportive, mission-driven environment where you work makes a meaningful impact in the lives of others.