



"A faith-based substance abuse recovery ministry"  
damascushome.org

<b>Job Title:</b>	<b>Operations Manager</b>	<b>Job Category:</b>	Operations Supervisor & Resident Supervisorial Coord.
<b>Department/Group:</b>	Straight Street Men's Campus	<b>Job restrictions:</b>	Male Candidates Only
<b>Location:</b>	Maud, Texas	<b>Travel Required:</b>	Minimal.
<b>Level/Salary Range:</b>	T.B.D.	<b>Position Type:</b>	Full Time Shift
<b>HR Contact:</b>	Program Director	<b>Date posted:</b>	June 2021
<b>Will Train Applicant(s):</b>	Duties and Expectations will be instructed and explained thoroughly.	<b>Posting Expires:</b>	When filled.
<b>Applications Accepted By:</b>			
<b>Contact or E-mail:</b> (903) 585-3186 or <a href="mailto:admin@damascushome.org">admin@damascushome.org</a> Contact or Attention to: <b>Program Director</b>		<b>Mail: Damascus Home of Redwater, Inc.</b> P.O. Box 583 Redwater, TX. 75573	
<b>Job Description</b>			
<b>Role and Responsibilities:</b>			
<ul style="list-style-type: none"> <li>• Apply significant biblical knowledge to disciple and mentor residents from the Word of God.</li> <li>• Responsible in all matters regarding maintenance and improvement of buildings and grounds, including weekly inspections.</li> <li>• Supervise Support Staff members and ensure they receive adequate instruction and support to perform effectively.</li> <li>• Assign duties to residents and support staff members.</li> <li>• Maintain order and oversee resident studies.</li> <li>• Coordinate with Program Manager to prepare schedules and authorized activities and ensure they are completed.</li> <li>• Document activity and ensure all (on shift) documentation is accurate, complete, filed, and submitted as required.</li> <li>• Ensure appropriate staff coverage and scheduling in accordance with policies, procedures, and regulations.</li> <li>• Attend all Staff meetings when scheduled.</li> <li>• Perform other duties as assigned.</li> </ul>			
<b>Qualifications and Education Requirements:</b>			
<ul style="list-style-type: none"> <li>• Graduation from an accredited senior high school or equivalent GED required. College or seminary preferred.</li> <li>• Display a developed level of biblical discernment and a spiritual maturity in communication skills.</li> <li>• Ability to exercise independent judgment and leadership, analyze situations accurately and take effective action.</li> <li>• Instill and maintain a sense of Christian morals within a high stress environment.</li> <li>• Experience in the supervision of employees preferred.</li> <li>• Valid driver's license in the state of Texas with an acceptable driving record required, unless waived by management.</li> </ul>			