



# Dale House Project

## Discipleship Staff Job Description

Position Summary: Discipleship staff participate in a one-year program of relational ministry among at-risk youth, intentional community, and spiritual formation. Discipleship Staff are paired with a few youth that they will spend time with in groups and 1-on-1, in addition to other set group times with youth, as well as intentional time throughout the week in their cohort led by the Discipleship Coordinator.

### Qualifications:

1. 4 years out of high school or 22 years of age.
2. A desire to work closely with youth on the margins, to grow in their faith, and to do both of these things within the community at Dale House.
3. To work through your own challenges related to purpose, identity, belonging, and resiliency through the lens of Christ, while helping youth do the same.
4. Ideally, an undergraduate degree or time spent in the human services or ministry fields.
5. Ideally, personal driving record good enough to be insurable to drive DHP vehicles.

Supervisor: Discipleship staff report directly to and also participate in a cohort facilitated by the Discipleship Coordinator.

### Schedule:

This is a full-time position. It is expected that Discipleship Staff see the Dale House as their overriding ministry priority. It is very difficult for a discipleship staff to be involved in many other ministries - or even other jobs - off the block. Schedules change throughout the years as you are paired with different youth. Scheduled work shifts may take place during the morning, afternoon, or evening. Outside of staff retreats and big trips with youth (summer camp trips & New Year's trips), our hope is all Discipleship Staff work an average of 40-45 hours most weeks.

### Duties and Responsibilities:

- b. Serve on a team providing therapeutic services to support young people's skills, habits, and support network to live independently as adults.
  - a. Be paired with up to 4 youth, pursue time with them in both group settings and 1-on-1, and get to know as much about them as possible: their background, family dynamics, friends, hopes & dreams, fears & worries, financial status, health, spirituality, interest/hobbies. Group settings with youth may include Supportive Employment, dinners at 24, or other groups led by Transition Specialists.
  - b. In conjunction with their treatment plan and their Transition Specialist, focus on at least one goal with each youth you are paired with. This goal could be a specific part of the treatment plan that the TS needs more help with or could be a separate goal which is being missed and would help further support the youth treatment plan.
  - c. Develop a familiarity with all youth treatment plans, but especially of youth you are paired with.
  - d. Develop strong familiarity with all program policies and expectations in DHP programs. Be able to enforce those policies with youth compassionately, including explaining a "why" the rules are the way they are when youth or others ask. Dale House Policies and Procedures are to be carried out with all residents consistently, according to their treatment plan.

- e. Attend required trainings for youth interactions, including DHP orientation, all staff trainings, group supervision with an on-site clinician, and more.
  - f. Occasional 1-on-1 meetings with another member of Leadership staff (Executive Director, Program Manager, Clinical Director, or Coordinators with Supportive Employment Focus or Transitional Housing focus).
  - g. Attend weekly family nights and work with the Discipleship Coordinator and other Discipleship Staff in planning family nights.
  - h. Give minimum two family night talks and two staff devotions during the year.
  - i. Conduct curfew checks for Transitional Housing youth once or twice a week to help with youth safety and check-in with youth at the end of the day.
  - j. Document all meaningful interactions with youth, including documenting for Medicaid in reliatrax with quotes from youth & interventions, curfew check notes, SBARS for other interactions, and any other documentation as requested.
  - k. Engage well in any other job responsibilities. For example, if going on a New Year's trip with youth, attend planning meetings with other staff and follow through on tasks given to you during those planning meetings.
  - l. Attend Thanksgiving and Easter with youth and staff.
- c. Participate in the DHP program of discipleship formation and practice.
- a. Participate in all Bible studies, discussions, trainings, off site meetings and more designed specifically for DS.
  - b. Explore a wide variety of spiritual practices that strengthen your relationship with God. Explore both familiar and unfamiliar practices to get a wider breadth of ways to connect with God.
  - c. Establish a Rule of Life - a written plan for spiritual growth - and share the plans with the DHP community. Work with the Discipleship Coordinator to track how your Rule of Life is working and whether it should be modified.
  - d. Establish a clearer sense of personal boundaries, rhythms of self-care and restoration, and speak honestly about ways to improve one's overall health and well-being.
  - e. Speak candidly and authentically about your spiritual growth. Share your life story within the DHP staff community and also share closer specifics about how you see God working (or maybe God's absence) in your life and ministry on the block.
  - f. Solicit prayer and financial support from your support network. Learn the way that you can invite others to join you in supporting your ministry. Communicate regularly with your donors and write fundraising letters several times during the year to reach your annual support raised goal.
  - g. Other duties for events or cohort time, including prepping bible studies, engaging in readings or reflection questions, shopping for cohort meals, and more.
  - h. Attend all retreats during the year, including but not limited to a welcome retreat, bike trip, winter camping, and summer retreat.
  - i. Meet weekly for 1-on-1 check-ins with the Discipleship Coordinator to process job duties, spiritual formation, interactions with youth, staff dynamics, general health & wellbeing, in addition to receiving and giving feedback.

### 3. Community

- a. Be involved in the Dale House community. Join in both scheduled and unscheduled events that build a stronger sense of community among staff and youth.
- b. Live in on site housing respectfully with roommates and other tenants.
- c. Seek reconciliation with roommates and program participants as well as with other staff, youth, volunteers, and other community members.
- d. Model Christian integrity in how you live in your life.
- e. Take initiative to keep facilities and grounds clean and in good shape. Maintain cleanliness in the spaces you use and also be proactive in maintaining a tidy environment overall. This is where you work and live!

**Note:**

*This description is not intended, and should not be construed, to be an exhaustive list of all responsibilities, skills, efforts, or working conditions associated with this job. It is intended to be an accurate reflection of the principal job elements essential for making compensation decisions.*

Staff Name: \_\_\_\_\_ Date: \_\_\_\_\_

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_