

Workforce Role Description

This form is to be used by the workforce (employees, Church-service missionaries, and volunteers) of the Corporation of the President (COP) and Corporation of the Presiding Bishop (CPB). It describes general workforce requirements as well as purposes, responsibilities, and qualifications of the role identified below.

Job title	Job code	Grade level	Approval date
Worker, Transient Services	12467		12Apr2012

General Workforce Requirements

General requirements for the Church workforce:

- Temple worthiness
- Regular attendance and timely arrival at the assigned location

Note: The specific statements shown in each section of this Workforce Role Description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

Purposes

Briefly describe why this job exists, who the customers are, and what the customers expect.

This Church Service Missionary position works directly with transient individuals or families to provide them with immediate resources for food, lodging, and necessary health care; thus giving them some assurance of hope for their future.

Responsibilities

Describe what the major responsibilities of the job are, including accountability, problem solving, relationships, interactions, results, and relevant metrics and measures. List responsibilities in order of importance, and indicate percentage of time spent on each.

- Provide immediate assistance to transient individuals or families with no financial resources to acquire food, lodging, or necessary health care. Most of these people will be walk-in patrons with no where else to go.
- Lift up and support transient patrons in terms of having hope for the future.
- Understand and stay current on humanitarian resources within the Church and community, where immediate aid may be rendered.
- Provide information that directs transient patrons to employment opportunities (both short and long term).
- Typically reports to the Manager of Transient Services.
- May be required to assist in facility security.

Qualifications

List the minimum requirements for the position. Identify knowledge and skills required, including formal education, specialized training, and prior experience. Include any degrees, certifications, and licenses that are required.

- Must have the desire to serve transients with no other resource options.
- Have good people and leadership skills.
- Have good communication skills (written, oral and some basic computer experience)
- May be required to supervise volunteers, particularly on completing reports and sanitary cleanup.