

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
Manager, Transient Services	12466		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 exists to manage the Transient Services operations of the Church in a specific location to provide immediate assistance for those patrons with no money, food, lodging, immediate medical assistance or employment options.

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.

- Provides immediate assistance to those patrons with no financial resources to acquire food, lodging or medical services.
- Trains staff on available resources that will direct unemployed patrons to resource centers (Church and community) where work opportunities may be procured.
- Manages the Transient Services operation at a specific site through annual work planning, plan implementation, work production and performance evaluation.
- Supervises employees to insure all transients in need do not go away hungry or without lodging.
- Monitors budgets and insures no over-expenditures except under approved variances.
- Coordinates work responsibilities and problem solving between different work teams.
- Maintains a knowledge base of resources and option to support staff in providing transient services.

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 at least 3-5 years mid-level supervisory or managerial experience in work planning, budgets, work production, and work assessment.
- Have excellent communication skills (written, oral and computer - basic Microsoft office suite).
- May need to have or be willing to receive training in the field of humanitarian-related services.
- Education background (BS degree or higher) in management would be helpful.