

THE OPERATOR

Job Objective: Defeat isolation by having a routine personal touch with friends through phone contacts

Reports To: Disability Ministry Pastor / Director

Job Location: Mobile

Job Duties:

- The Operator will work off a ministry contact list provided by the Disability Ministry team.
- The Operator will make personal contact with everyone on the list weekly using multiple methods: phone calls, text messages, social media messages, and emails.
- One method of communication will be used each week to not overwhelm contacts.
- The Operator will seek to have a personal touch, offer encouragement, and gather information during routine personal contacts by asking the following questions:
 - 1.) Say, "Hello. How are you?"
 - 2.) Ask, "How can I pray for you?"
 - 3.) Ask, "Is there anything we can do to help?"
- The Operator will keep a log of contacts.
- The Operator will work with other volunteer positions relaying information gathered.
- Invite contacts to return to the next scheduled ministry event.
- Use personal phone for contacts or ministry phone if one is provided.

Job Commitments:

- Commit to one calendar year, renewed annually.
- Commit to living a life that brings honor to God both publicly and privately.
- Put the needs of those contacted before your own.
- Report any suspected abuse/neglect observed.

Security:

- Complete volunteer application process including but not limited to, completing an application, providing references, participating in interviews, and submitting background checks.
- Report any personal infractions which could jeopardize their background check approval or status.