



Roanoke Rescue Mission Hiring procedures

The Roanoke Rescue Mission accepts applications for employment from all who submit them. Applications can be found on-line as well as hard copies are available in the Main Lobby of the Rescue Mission. Once received by the Human Resources Department, the applications are looked over for consideration of the applicant to be called in for a face to face interview.

The initial interview can be with just the Human Resources Officer or in addition to HRO the Chief Executive Officer and/or Management in the particular area they are being interviewed for. The initial interview, regardless of who attends, includes a pre-employment drug screening conducted by the Rescue Mission's on-site Medical Clinic.

If the applicant's drug screen is negative and other Lifestyle agreements as discussed as well as discussion of the prerequisite of a night's stay in one of the Rescue Mission's shelters is done and all involved are in agreement, the applicant will go to the next step of the hiring process which is to spend one night in either our Men's Shelter, our Women's Shelter or our Family Shelter.

Once the overnight is complete, the applicant will notify the HRO and will be given a survey to fill out about their experience in Shelter which Shelter Managers use to give kudos to Shelter Staff and if needed, make any necessary changes.

The next step in the hiring process is a time of "shadowing" in the area of the Ministry which the applicant is being considered for employment. This is for a period of four to eight hours. At this point, HRO is also checking references provided, three of which are needed for the file.

After the shadowing experience and the three references are in, the applicant will be called back for a second interview at which time they will report on shadowing as will the supervisor/manager of the division. It is at this time that the applicant will officially be offered a job with the Roanoke Rescue Mission if all are in agreement that all conditions/qualifications have been considered and met.