Women’s Restoration, Inc.

HOUSE STAFF’S JOB DESCRIPTION

1. Monitor physical safety of all residents. (Includes locking doors at night)
2. Monitor and report emotional levels and mood swings of residents to the director.
3. Conduct emotional crisis intervention with residents if a counselor is unavailable.
4. Intervene in resident’s disputes.
5. Monitor residents for compliance with program guidelines and maintain compliance to general household rules.
6. Consult with Executive Director or designated representative as needed concerning program effectiveness.
7. Participate in regularly scheduled staff meetings.
8. Share pertinent information regarding residents, program, etc. with director.
9. Attend all house meetings unless scheduled on day off.
10. Report maintenance needs of the house to the program administrator.
11. Participate in all Women’s Restoration special activities, on and off the property (unless scheduled on a day off).
12. Encourage residents in the importance of knowing the Word of God and in applying it to their daily lives.
13. List and take possession of all medicines resident bring in and secure it in medical box. Ensure access to prescribed medications is given to the resident who is prescribed these medications allowing her to administer her own medications.
14. Support the necessity of the rules and guidelines.
15. Maintain a strong relationship with the Lord through daily quiet times and regular study of the Bible.
16. Live in the ministry house in the house manager’s designated area.
17. Present a positive, Christ-like profile to the women and staff of the program and community.
18. Be willing to speak to groups, churches and organizations about Women’s Restoration.
19. Maintain a submissive attitude towards those in authority over you.
20. Be on time for scheduled classes, activities, meals and events.
21. Oversee Servant Leaders in the house. Report to the director any negative behavior.
22. House manager may designate some jobs to a Servant Leader but is held responsible for making sure the job is completed and done as it is supposed to be done.
23. House manager will be called on to transport residents to church, activities, special events or meetings when asked by director.

House Manger’s Living area:

The house manager may keep a small refrigerator for drinks and light snacks.

Please do not make meals in your room or leave dirty dishes or glasses in your room.

The House manager may keep a coffee pot in her room for her personal use.

A music player and television may be in the room but please no music that can be heard outside the room and Christian music only and no loud noise from the television should be heard outside of the room.

Keep room tidy and clean as an example to the residents and Servant Leaders.

House Manager is responsible for her own weekly cleaning and laundry.

In general, the house manager should seek to be an example to the residents in every area of her life.

Behavior:

# No Cursing

No physical contact in anger

No screaming or yelling in anger

Seek to promote peace in the house at all times

Maintain the boundary between leader and resident

Please email your resume to womensrestorationofhouma@gmail.com.