



Job Description:

Assistant House Manager

Title: Assistant House Manager

Reports To: House Manager & Director of Operations

Prepared By: Ashley Chesney, Executive Director

Job Duties: 10-20 Hours a week, Nights & Weekends

Hourly Wage: \$22.50/hour

Employee Name:

Hire Date:

JOB SUMMARY: As **Assistant House Manager**, you are prayerfully responsible for the successful functioning of the home and programming for evenings and weekends as scheduled. Responsibilities focus on **Safety, Schedule Adherence, Mentoring, Health Care, and Domestic Skill Development.**

You serve as a **daily mentor and role model**, fostering Christian communal living through resident engagement, routine maintenance, food preparation, enforcement of rules and policies, safety, independence, dignity, and health support.

Duties & Responsibilities:

Safety
1. Ensure a therapeutic environment for residents, respecting their rights, dignity, privacy, and participation in program initiatives.
2. Utilizes resident-centered, strengths-based, trauma-informed care and problem-solving approach.
3. Conduct room and building checks as needed or at the request of supervising staff.
Schedule Adherence
4. Maintains resident schedule to provide consistency, stability, and appropriate activities.
5. Participates in routine communication among staff & residents.
6. Update the weekly wall calendar as needed for changes.
7. Support resident attendance at social activities and appointments (e.g., medical visits, grocery shopping, recovery meetings, or outings) when appropriate.

8. Provide summaries of tasks and hours worked through Trello (google sheet).
9. Provide a summary of tasks and hours worked reported through Trello.
10. Attend all weekly staff meetings and family meals.
Mentoring
11. Leads by example.
12. Supervise all communication with resident's outside contacts via phone, email, letter, visits, etc.
13. Creates an environment conducive to resident growth and learning.
14. Teach courses or fill in schedule gaps as needed, adapting to program and resident needs (if applicable).
15. Prepare for classes in advance to provide an effective experience for residents (if applicable).
16. Prepare to welcome new residents with a hospitable and supportive environment.
17. Perform other duties as requested by supervising staff.
Health Care and Domestic Skill Development
18. Ensure the home environment is clean, organized, and orderly.
19. Assist residents in meal planning, preparation, and household purchases.
20. Accurately record and dispense medications to residents as prescribed.
21. Provide staff with feedback regarding residents' personal growth or emerging needs.
22. Guide residents in developing positive hygiene practices, healthy eating habits, and balanced healthcare routines.
Professional Requirements:
23. Model professional dress, verbal, and behavioral standards.
24. Maintain resident confidentiality.
25. Demonstrates ability to perform well under stressful situations.
26. Communicate complaints or suggestions professionally, appropriately, and in a timely manner.
27. Fulfill responsibilities reliably and effectively, using time efficiently.
28. Demonstrate highly effective communication skills.
29. Adhere to safety guidelines and procedures at all times.
30. Perform other duties as requested by Executive Leadership or Supervising Staff.

Skills:

- Organizational, verbal, and interpersonal skills
- Analytical, mathematical, and problem-solving abilities
- Grammar, spelling, and reading comprehension skills
- Ability to follow verbal and written instructions
- Basic computer skills

Job Knowledge:

Knowledge of local and global human trafficking issues, including common processes, prevalence, and appropriate interventions.

Education/Experience:

- Value and pursue advancing education.
- Previous experience in human trafficking, social service, clinical therapy, or related human services preferred.
- Previous leadership experience or demonstration of life experience suitable for mentoring responsibilities.