

Job Description

Entrusted Connections Life House is seeking a live-in Transitional House Assistant responsible for supporting Entrusted Connections Life House's residential program serving women ex-offenders in a faith-based environment.

The House Assistant is the person who supports house policies; ensures security and safety, requests supplies, monitors the home's maintenance needs, and notifies the House Coordinator and Director of any conflicts and non-compliance issues that may arise day to day, also assists in getting new residents acclimated to the House procedures. All notifications shall be via text, email, or telephone, within 24 hours of any incident. This position is a key position in ensuring a smooth operating home for the ECLH residents.

The House Assistant reports directly to the House Coordinator and the House Director. The House Assistant is responsible for overseeing the operation and security of the Entrusted Connections Life House's three-story faith-based Transitional House from 4:00 pm until 9:00 am (TBD) the following morning, 7 days a week. This includes, but is not limited to, house rules, house chores, and curfew compliance.

The House Assistant shall perform other duties as related to the requirements in this position description as requested by the House Coordinator or the Director.

Qualifications: -Quick, critical thinker with strong common sense -Experience with ex-offenders, homeless, and low-income individuals -Ability to work with people from all socio-economic and ethnic groups -Ability to communicate with compassion for other people -Able to work well with others -Able to accept feedback from others -Able to uphold boundaries -Enjoy working with people, especially women - Ability to uphold rules in a loving manner - Basic knowledge of MS Office - Knows how to cook - Is a patient and exercises self-control. The House Assistant is not to provide personal counseling or guidance and must sign a confidentiality agreement prior to employment. The House Assistant is not required to request or collect rent payments. The House Assistant is not authorized to disclose any personal or other information regarding any ECLH resident with anyone other than the House Coordinator and the Director. Non-compliance with confidentiality is subject to termination of employment. Also, the House Assistant will have to complete conflict resolution training prior to employment. Must pass a drug test prior to employment as well as ensure the home is kept drug and alcohol-free. The House Assistant will inspect the house daily to ensure house chores are completed by all residents. The House Assistant must become familiar with the ECLH House Rules, which will be provided during the employment onboarding process.

Compensation/Schedule: -1-bedroom, kitchen, living room, and private bath (single individual unit). Utilities included. \$20,000 - \$25,000 annual salary.

The House Assistant will provide their own meals for breakfast, lunch and weekends. Wireless Internet -2 Week Vacation a year- A dedicated Vehicle parking spot in front of the facility will be provided by the ECLH.

Job Type: Full-time