

## Job Description

### **Position: Women's Life House - Team Member**

Employment Status: Part Time

Pay Frequency: Weekly

Reports To: Life House Director

Location: 406 Byron St., Huntington, IN 46750

Start Date:

**Primary Purpose:** Consistent with Romans 12:9-15, Ephesians 4:11-12, 2 Corinthians 9:7-8, and Proverbs 11:25, the Women's Life House - Team Member is to ensure that the house(s) are a safe environment at all times both for the residents and the staff. To observe the activities of the house and ensure the schedule is being followed. Team members are the eyes and ears of the house(s).

### **Primary Responsibilities:**

#### **1. Spiritual Responsibilities:**

- 1.1.** Seek to be a role model in attitude, speech, and action in a consistent daily walk with Jesus Christ.
- 1.2.** Treat others as Jesus says. (*Matthew 7:12*)
- 1.3.** Show by example in Bible study, public worship, prayer, witnessing, and Christian fellowship.

#### **2. The Women's Life House - Team Member Responsibilities:**

- 2.1.** Respect resident's confidentiality and don't give out any information concerning residents.
- 2.2.** Be sensitive to cultural diversity and be respectful of residents.
- 2.3.** Must know all the rules and guidelines and observe them.
- 2.4.** Must be able to go up and down stairs.
- 2.5.** Lock and unlock entry doors. Check the back door locks.
- 2.6.** Answer the house phone and take messages.
- 2.7.** Make sure phones and other electronics are locked up at lights out.
- 2.8.** Check all bags, backpacks etc., whenever residents come back from anywhere.

- 2.9.** Keep the office clean: sweep, mop, dust if needed.
- 2.10.** Must attend staff meetings when needed.
- 2.11.** Turn in a detailed, daily report of what has happened on your shift.
- 2.12.** Must remain drug, narcotics, and alcohol free. All staff must adhere to a drug test when called to.

### **Qualifications:**

The Women's Life House - Team Member shall:

- Have a personal relationship with Jesus Christ.
- Possess excellent people skills, a willingness to meet new people, and have a friendly demeanor.
- Must always be willing to learn and grow.
- Must be able to multitask and be self-motivated.
- Must be able to communicate effectively.
- Must be reliable.
- Agree to uphold New Life Ministries' Statement of Faith and the Code of Conduct policy.

*Last Updated 10/9/24*