



HELPING CAPTIVES

Weekend Respite House Manager Job Description

Hours: Friday 4pm-Monday 8am one weekend a month.

Qualifications: This position requires someone who is loving and compassionate. Someone who understands boundaries and is strong in her faith and identity of who she is in Christ. We would prefer someone with knowledge of alcohol and drug addictions. If coming from a past of addictions, must be at least 5 years clean and sober. Must have knowledge and understanding of trauma, able to see others from a trauma informed perspective. Preferably an understanding of human trafficking and sexual exploitation. Must have ability to live in an environment with women who are coming from street life, addictions, and other emotional and mental challenges. Must already have and proficiently use conflict resolution skills, maintain a structured, firm, yet loving atmosphere in the home. Should have good housekeeping and administrative skills. Should be self-directed, requiring minimal supervision. Must be emotionally stable and mature, able to separate her needs from the residents. Must have a personal relationship with Jesus Christ, committed to living a life honoring Him through biblical principles and strive to walk in integrity in all areas of life and agree with and sign the Helping Captives statement of faith.

Basic Job Description: Shall have the direct oversight of the Helping Captives House on one weekend a month with a working knowledge of all its operations and policies and procedures. Will work in conjunction with the Program Director and Residential Supervisor with a caring, respectful, servant-oriented disposition.

Responsibilities to Helping Captives House Operations:

1. To follow the execution of the vision of Helping Captives.
2. To promote a team approach to problem solving and goal setting.
3. To provide an email at the end of the weekend on all participants to the program director.
4. To collaborate with restoration staff on participant issues as appropriate.
5. To care for self by ensuring good self-care and to communicate any needs to the program director while in this position.
6. To consent to a criminal background and driving record check.
7. To maintain health and safety standards in the safe house.
8. Use of the Helping Captives vehicle when out for Helping Captives purposes.
9. To honor the confidentiality of program participants and Helping Captives.
10. To honor the confidentiality of location of the Helping Captives house & who is allowed to come to the house.



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Responsibilities to Residents and Safe House Program:

1. To review Helping Captives house policies and expectations and abide by them with all residents.
2. To help residents settle in and feel at home.
3. To provide information to the Helping Captives Restoration Center team on participant needs regarding counseling, treatment, schooling etc...as noticed within the live-in setting.
4. To provide teaching in basic life skills such as housekeeping, personal hygiene, laundry, how to cook nutritious meals, how to prepare and clean up after a meal etc.
5. To empower the residents to take responsibility for themselves & household duties.
6. You will be required to meet the residents at the house at 4pm on Friday and stay with them until Monday at 8am. You will be expected to drive the women to church at Victory Faith Fellowship at 11am and AA meeting on Sunday at 2pm.
7. To administer and monitor any medications for the residents according to the Helping Captives Medication Policy and to keep all medication cabinets and doors locked.
8. To treat all residents and Helping Captives staff with respect, to walk in integrity, operate with Godly character, and understand and respect resident boundaries. Encouraging them to learn to advocate in a respectful manner for themselves.

Administrative Responsibilities:

1. To provide feedback via email on Monday of your departure describing overall house progress and recent challenges met and overcome.
2. To provide written documentation as necessary regarding critical incidents, curfew violations etc.... as they arise in the Helping Captives house.
3. To ensure that clear communications between Helping Captives house and Helping Captives Restoration Program staff are maintained, and any problems are dealt with immediately.
4. To honor confidentiality.
5. To commit to a team approach with other staff members in the care of our residents.
6. Other duties as required. To report weekly to Helping Captives staff accounting and provide receipts for all monies spent on groceries, travel and miscellaneous expenses as directed by accounting through the use of the Pex Card app (training provided).



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Evaluations:

Review will be done at 6 months and 1 year for the first year and annually for each following year.

Compensation: \$17/hour

This position includes living expenses while at the house. Room and board provided as well as house phone, internet, food, and utilities.

No benefits with this position.

Schedule:

Friday 4pm-Monday 8am