



## EVENING HOUSE ASSISTANT

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**POSITION:** Evening House Assistant (Part-Time)

**REPORTS TO:** Executive Director

**QUALIFICATIONS:** The House Assistant will demonstrate/possess the following attributes:

- Prompt, reliable, and available to work scheduled hours (afternoon/evening/overnight)
- Experience working with young adults in a leadership or ministry role
- Growing relationship with Christ and desire to minister to others
- Emotionally intelligent and able to set clear boundaries with others
- Supportive network of friends and relatives in NWA area
- Able to receive instruction/feedback and work as a team member with other staff
- Sound decision-making framework and strong communication skills
- Active lifestyle that exemplifies the attributes defined below (i.e., healthy lifestyle, personal responsibility)

**RESPONSIBILITIES:** The House Assistant will be responsible for maintaining a safe and stable household that fosters the establishment of mature relationships, healthy lifestyles choices, and the development of personal responsibility.

### Safe and Stable Household

- Carry out “on duty” coverage responsibilities as scheduled
- Account for residents when “on duty” and ensure secure environment
- Provide consistent leadership by enforcing SGI rules, policies and procedures as outlined in the SGI occupancy guide and program materials
- Assist in providing health and safety needs of residents by responding appropriately if an illness or emergency occurs
- Report maintenance and supply needs to the Program Coordinator

### Establishment of Mature Relationships

- Promote a Christ-like atmosphere while on duty
- Be an engaging presence in the house that ensures warmth and acceptance to both new and “veteran” residents
- Employ conflict-mediation and confront bullying behaviors, as needed, to maintain a peaceful atmosphere

Healthy Lifestyle Choices

- Plan, encourage and participate in on-duty activities that foster physical and mental well-being, i.e., walks in the park, creative outlets, games, etc.

Development of Personal Responsibility

- Confront violations of SGI rules and policies and take appropriate action. Report discipline matters to direct supervisor
- Provide accountability for a clean/sanitary living space by enforcing clean living standards

Administrative:

- Act as gatekeeper to other staff during evening hours and on the weekends
- Attend staff meetings and/or training as directed by direct supervisor

**BENEFITS:**

The following benefits will be available to the House Assistant:

- Compensation of \$10.00 per hour (when on-duty)
- We are currently unable to offer vacation time/pay