



HOPE HOUSE CAÑON CITY

JOB DESCRIPTION

Mission Statement: Hope House Cañon City (“HHCC”) empowers parenting teenage moms to achieve personal and economic self-sufficiency and to understand their significance in God’s sight, resulting in a healthy future for them and for their children.

Position Title: Residential Contract Worker	Full or Part Time: Agreed upon shifts
Reports To: Executive Director	Salary: Stipend \$800/mo
Department: Operations	Benefits Eligibility: one weekend/mo off

Position Summary: Residential Contract Worker lives on-site in the Hope House residential home and provides light building and grounds maintenance for the home. While on duty, the Residential Contract Worker ensures a safe and secure residence for up to 5 teen moms and their children, are responsible for closing the residential building at lights out and is available to teen moms and their children for emergencies (for overnight shifts, sleep is generally uninterrupted). The Residential Contract Worker helps to ensure that excellent environment standards are met in the home.

Hours: This positions shifts are: Friday 8pm-Sunday 5pm; One weeknight evening providing childcare (worked out with Sierra) for a house meeting; 1 weekend off each month

Requirements:

- Align with mission and guiding principles of Hope House Colorado (HHC)
- Shares the love of Christ in words and actions
- Applicant must be female and over the age of 21
- Applicant must have a car, valid driver’s license, and current automobile insurance
- Must pass rigorous background and motor-vehicle record checks
- Self-directed and comfortable/competent working autonomously
- Must have excellent communication skills and the ability to work well with others
- Exercises good judgment in a variety of situations
- Mission, ministry, or work history with an at-risk population is a plus

Essential Duties/Responsibilities:

Residential

- Perform a daily property walk of residential building and grounds to identify and report property issues
- Ensure a secure environment by following all residential security procedures and communicating security concerns in a timely manner
- Follow residential building lights out/close procedure on assigned nights
- Provide overnight coverage on assigned nights (sleep is generally uninterrupted, but must be available to residents in the event of major issues or emergencies)
- Ensure excellent environment standards are met daily; provide light cleaning
- Communicate with staff through check-ins between shifts and written logs as needed



Other Duties and Responsibilities:

- Promote the values of HHC throughout the organization and external relationships
- Demonstrate ability to work independently and within a team, seeking guidance as appropriate
- Comply with all organizational policies and procedures

Supervisory Duties: None

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to sit, stand, and walk as well as bend, squat, and climb stairs. The employee must occasionally lift and/or move up to 25 pounds.

NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with this position. We are a team and support each other in all ways necessary to continue working toward our mission.