



DATE: January 1, 2021
ROLE: Residential Care Assistant
STAFF LEVEL: Part-time
REPORTS TO: Executive Director
Hours: Will Vary

At Hannah's House, we are dedicated to building a committed team devoted to the high calling of serving disadvantaged women, while also living as a passionate advocate of Hannah's House's mission, vision and values. We all acknowledge that this is not "just a job" but rather a "ministry." Team members use their God-given S.H.A.P.E. to advance the mission at Hannah's House wherever they are. We have the great privilege and responsibility of regularly participating in Hannah's House events and opportunities with the residents we serve. Each team member is a person of high integrity and makes decisions based on sound morals and values.

SUMMARY

A Residential Care Assistant is responsible in assisting for the love and care of our residents. The Residential Care Assistant will work closely and under the guidance/ direction of the Executive Director honoring our residents and staff. The role is also to assist in overseeing the day-to-day operations of the Leep Home.

PREFERRED QUALIFICATIONS

College Degree and/or heart in Human Services, Social Work, or Related Field
Proficiency with Microsoft Office Suite
Experience and/or heart to help at-risk people groups
Love for people

ATTRIBUTES

Relational Leader	Friendly and approachable while encouraging and recognizing the skills and talents of our residents and empowering them to grow in their goals/strengths/faith.
Organized	Able to manage schedule, tasks and deadlines to assure promptness of work. Able to prioritize, organize and provide timely information related to Leep Home needs and ongoing projects.
Relational Champion	Models the value and practice of healthy relationships and understands and adheres to the philosophy and guidelines of Hannah's House.
Forward Thinker	The ability to constantly have a forward-thinking lens to see necessary tasks that need to be completed and to see potential problems before they arise.
Relational Intelligence	Communicates with others in a way that they feel valued and heard
Action-oriented	Decisive within rightful submission to authority and able to identify problems and collaborately work to find solutions
Responsible	Able to take ownership of commitments while modeling the ability to handle sensitive information with the utmost confidentiality



PRIMARY RESPONSIBILITIES

Resident Care	Responsible for the day to day leading and encouraging the residents to move forward using the skill set they have while supporting the Life Skills Coordinator's work with each resident with Goals and Programming. To introduce and teach new skills as needed to obtain their goals. Responsible to hold residents accountable to the programming at Hannah's House.
Love and Support	While demonstrating appropriate boundaries, love the residents where they are and to support them so they are empowered, to move in the direction that Christ has designed for them. Love the residents through the Grace and Truth Philosophy (ongoing training).
Healthy Choices	Learn and model Choice Theory(ongoing training) in your own life and your work @ HH. Our goal is to empower our moms to make healthy choices for mind, body, soul, spirit and finances. Assist, teach and prepare balanced meals using best practices. Transformation happens with rewiring the brain and the food we intake drives the entire process.
Spiritual Development	Observe a spiritual service/activity weekly for personal growth to be able to lead the residents and coworkers through prayer and example as you walk along side of the residents on their personal religious/spiritual journey. Create your own spiritual habits to grow your faith and walk with Jesus. What flows in you, flows out of you and exudes to the residents.
Leep Home	Have an awareness of the upkeep and surroundings of the Leep Home. The Leep Home should reflect organization, structure, non-clutter environment. Seek out projects to enhance and upkeep the Leep Home.

SUCCESS IN THIS ROLE

Clear Communication	Communication to staff/volunteers and residents is clear, prompt and professional. Applying Choice Theory to communicate strategies to the residents for making healthy choices.
Reputation	Staff, volunteers and residents can place confidence and trust in the Residential Care Assistant, knowing she will follow through on what she says or what is asked of her in a timely and professional way.
Promptness	The work of the Residential Care Assistant is done in a timely fashion, allowing the rest of the team to operate at their highest level. This includes Leep Home projects to support a clutter free and organized environment.
Data Entry	All data from daily shifts is entered promptly, accurately and readily available to the Executive Director and Residential Care Team for reporting and tracking purposes.
Grit	The Residential Care Assistant displays passion for this role and perseveres through long and/or hard seasons and/or tasks, all while maintaining a positive attitude and healthy disposition while making good and healthy personal choices.
Cooperation	Cooperative and supportive working relationship with the team, neighbors, volunteers and residents. Staff practices the Matthew 18 principle when co-worker/volunteer/resident issues arise. Team is drama and gossip vacant.
Boundaries	The Residential Care Assistant demonstrates appropriate boundaries with the residents/babies while empowering them to be self-sufficient and work toward independent living and making healthy choices surrounding their basic life skills.

