



**DATE:** July 2021  
**ROLE:** Relief Residential Care Assistant  
**STAFF LEVEL:** Part-time  
**REPORTS TO:** Executive Director  
**HOURS:** Variable Hours/Weekend/Relief

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*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.*

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## SUMMARY

The Residential Care Assistant is responsible for assisting in the love and care of our residents. The Residential Care Assistant will help empower/coach residents to take the necessary steps to successfully transition to stable/independent living. The role is also to assist in overseeing the day-to-day operations of the Leep Home.

## PREFERRED QUALIFICATIONS

A heart for Human Services, Social Work, or Related Field  
Familiar with Microsoft Office Suite  
Experience with at-risk people groups  
Love for people

## ATTRIBUTES

<b>Relational Leader</b>	Friendly and approachable, encouraging residents and recognizing the potential and helping to empower to begin a process of life transformation
<b>Organized</b>	Able to manage schedule, tasks and deadlines to assure promptness of work and model good patterns of organization for the residents
<b>Relational Champion</b>	Models the value and practice of healthy relationships and communicates with others in a way that they feel valued and heard
<b>Forward Thinker</b>	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 and collaboratively work to find solutions
<b>Responsible /Discreet</b>	Able to take ownership of commitments and handle sensitive information with the utmost confidentiality



## PRIMARY RESPONSIBILITIES

<b>Resident Care</b>	Responsible for the day-to-day leading and encouraging of the residents to move forward using the skills they have. To introduce and teach new skills as needed to obtain programmatic goals and benchmarks. Responsible to hold residents accountable to the programing guidelines set forth by the Life Skills Coordinator & Lead Residential Care Associate within the Leep Home.
<b>Love and Support</b>	While demonstrating appropriate boundaries, love the residents where they are and to support them so they are empowered to move in the direction of life transformation, one step/day at a time.
<b>Milestones</b>	Support residents to engage in developmental milestones for their child to reach the age appropriate milestones in how they play, learn, speak, behave, and move.
<b>Health &amp; Nutrition</b>	Encourage residents to eat balanced meals, track nutrition and take steps towards health and wellness for themselves and their child. Assist, teach and prepare balanced meals using best practices.
<b>Spiritual Development</b>	Participate in an ongoing faith journey to be able to help our residents and co-workers through prayer, while also being a great example of the light of Jesus in the home.

## SUCCESS IN THIS ROLE

<b>Clear Communication</b>	Communication to staff/volunteers is clear, prompt and professional.
<b>Reputation</b>	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.
<b>Promptness</b>	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.
<b>Data Entry</b>	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.
<b>Grit</b>	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.
<b>Cooperation</b>	Cooperative and supportive working relationship with the team, neighbors, volunteers and residents.