



POSITION DESCRIPTION

JOB TITLE:	Residential Care Assistant	EFFECTIVE DATE: 01/2022
REPORTS TO:	Executive Director	REVISED: 10/01/2025
POSITION TYPE:	Part-Time	FLSA STATUS: Non-Exempt Hourly

The Residential Care Assistant assists in empowering/coaching residents to take the necessary steps to successfully transition to stable/independent living. This role also assists in overseeing dinners, programming, goals, and nighttime routines.

SPECIFIC DUTIES:

- Assisting in encouraging and empowering residents to attain their goals by using the skill sets they have, teaching residents' new skills as needed, and helping residents complete programming phases and achieving success.
- Provide compassionate care and support to residents so they are empowered to move in the direction in the direction that Christ has designed for them. Follow up and coach/encourage residents in their steps toward transition and help them develop and accept responsibility for their choices.
- Assist the team and residents with weekly speakers/classes that align with resident programming. Seek opportunities to educate residents for growth related to milestones for mom and baby that incorporate their strengths, personality, and interests.
- Assist in facilitating a daily spiritual/devotional/activity for residents' personal growth and walk alongside them on their personal spiritual journey.
- 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 using age-appropriate toys, sleep/nap schedules, etc.
- Document key resident updates that occurred during the shift, specifically dinner, programming, chores, goals, bedtime routines. Provide weekly summary of critical information in the system to support effective caring for residents.
- Assist in inventory management of Leep Home, including monitoring cleaning/household necessities and order when inventory is below minimum quantity level; keep storage rooms free from clutter and relevant to our current programming. Keep the resident store stocked with items that benefit residents and support their life stages. Work with inventory team and assist in placing orders with researched vendors with best pricing available.

PRE-DETERMINED QUALIFICATIONS:

- Bachelor's degree in human services, social work, or related field.
- 2+ years' experience working in residential care, social services, or with vulnerable/at risk groups of people
- Compassionate and professional demeanor that models the practice of building healthy relationships so that others feel valued and heard.
- Assist in mentoring/coaching others toward independence as a mom and as a woman.
- Strong organizational skills with the ability to multitask and manage priorities.
- Ability to take ownership of commitments and constantly have a forward-thinking lens to identify problems and work with the team to find solutions.
- Ability and desire to work independently as well as collaboratively and effectively with diverse stakeholders, including staff, Board members, volunteers, and community partners.
- Ability to handle sensitive information with the utmost confidentiality.

- Proficiency in Microsoft Office (including Word, SharePoint Excel, and PowerPoint).

PHYSICAL REQUIREMENTS:

- Ability to sit, stand, and walk for extended periods of time.
- Ability to occasionally lift and carry up to 25 pounds (e.g. donation boxes, supplies, etc.).
- Ability to work occasional evenings and weekends for fundraising events or special programs including setup and attendance at events/programs.
- Clear speech and hearing abilities to communicate effectively in person and over the phone.

This job description is intended to describe the general nature and level of work being performed. It is not intended to be an exhaustive list of all duties, responsibilities, and qualifications required. The organization reserves the right to modify the duties or requirements of the position at any time to meet the evolving needs of Hannah's House.