



Job Title: House Manager
Department: Adult Safe House
Work Location: Adult Safe House
Reports To: Adult Safe House Director
Status: Full-Time
Classification: Non-Exempt

Reaching Above Hopelessness and Brokenness, Inc.

RAHAB Ministries strives to share the hope of Jesus Christ with broken and undervalued women, including survivors of human trafficking.

What You Will Do/Need (Job Summary)

Empower women at the adult safe house to reach their full potential through daily encouragement and logistical support as residents progress through their journey.

Responsibilities (Essential Duties and Responsibilities)

- Maintains a high level of order and cleanliness in the household
- Assigns and oversees resident chore responsibilities
- Participates in weekly meal planning and grocery shopping
- Prepares and distributes medications for residents on a weekly basis; ensures all prescriptions are refilled in a timely manner
- Is aware of all prescription changes and updates medications log accordingly
- Teaches and models valuable life skills to the residents
- Enforces Resident House Rules responsibly and consistently
- Is aware of and follows all safety protocols and procedures in order to maintain safety and security
- Attends to minor maintenance issues in the house in conjunction with the Facilities Director
- Is aware of ASH budgetary parameters and makes purchases accordingly
- Maintains Visitor Log and oversees Volunteer activity at the house
- Provides transportation for resident programming, meetings, and appointments when necessary
- Completes Incident Reports when applicable
- Attends weekly staff meetings and required training
- Flexibility to work different shifts when absolutely necessary

Minimum Qualifications (Knowledge, Skills, and Abilities Required)

- Organizational Skills
- Attention to detail
- High level of integrity and commitment to confidentiality
- Submits and passes a Federal Background Check
- High school diploma or the equivalent
- Must have a valid Ohio Driver's License
- Spiritual maturity
- One-time Attendance at RAHAB Essentials Training

What Will Make You Special (Preferred Knowledge, Skills, and Abilities)

- Medical/pharmaceutical experience a plus



- Trauma informed
- General knowledge of human trafficking field and effects of sexual exploitation
- A strong commitment and regular practice of self-care
- Exceptional communication skills
- Ministry-minded and able to engage non-Christians from difficult backgrounds
- Calm in emergency situations
- Adaptability with changing circumstances

Characteristics of the Position (Competencies)

- Seeks to foster a positive and encouraging environment
- Maintains physical and emotional safety for the residents
- Strives to maintain a culture of love and respect among the staff and residents
- Conflict-resolution and problem-solving skills
- Exercises and models healthy boundaries with/for the residents

Physical Demands and Work Environment

- Maintaining regular household duties (lifting, moving, cleaning, etc.)

Position Type and Expected Hours of Work

- First shift, Monday - Friday, (9:00 am - 5:00 pm) Flexibility upon approval

Travel

- Local travel with RAHAB-provided vehicles

Note: This job description in no way states or implies that these are the only duties to be performed by the employee(s) in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at-will" relationship.

Employee Acknowledgement

Signature

Date

Printed Name