



## Position Details

**Job Title:** House Manager

**Reports to:** Director of Rescue the Children

**Status:** Full time, Non-exempt

**Pay Rate:** \$15.50

### **Job Description:**

The House Manager is responsible for maintaining a safe, functional, and positive environment in the RTC Community. They are responsible for overall community supervision and will ensure that program rules are followed with consistency rather than individual interpretation. Essentially, the House Manager keeps the community running smoothly in the evenings and on weekends when the majority of the other staff are off work.

### **Who you are:**

- Someone who recognizes the value of other people regardless of their choices.
- Attentive with a listening ear and desire to give respect and time to our residents.
- A good example of who Christ is and willing to share how He saved you from yourself.
- Dependable, timely, and trustworthy with sensitive and personal information.
- Fair in situations and able to determine what is just and equitable in difficult situations.
- Patient, humble, and able to be calm and tender when others are challenging.
- Someone who brings excellence to everything you do.
- Able to work in a fast-paced and constantly moving and changing environment.

### **What you'll do (just the basics):**

- Conducts intakes for women and children entering the program;
- Conduct and track drug-testing of residents;
- Prepare rooms and distribute approved items to residents;
- Pick up, distribute and track medications to residents as needed;
- Oversee stock and operation of the community store;
- Coordinate weekly activities of residents such as Bible Study & Chapel
- Interact with the women to provide discipleship, a listening ear, and support as needed;
- Interact with and support volunteers during events;
- Maintain accurate records for all residents;
- Transport residents as needed;
- Be able to be "on the go" for your entire shift;
- Be excellent and setting and keeping boundaries;
- Ensure a safe campus.

**Bonus Points:**

- You have the flexibility to adapt to changes and take on new responsibilities as the organization grows.
- Puedes hablar, leer y escribir en español.
- You're excited to work in a fun fast-paced atmosphere where everyone takes the mission seriously, but no one takes themselves too seriously.
- Not afraid to drink lots of coffee, be loud, be disappointed, be overjoyed, laugh, and cry....all in the same day.

**Requirements:**

A mature walk with Jesus Christ and able to articulate Biblical beliefs and their application within the context of the Fresno Mission. All employees of Fresno Mission are an integral part of the outreach ministry of a non-denominational, evangelical ministry sharing the Gospel of Jesus Christ through transformational programs that provide food, shelter, clothing, education, job training and renewal of families to the poor and addicted. All employees are Christian missionaries and are required from time to time to participate in chapel services, outreach ministries, Bible studies and prayer times. Due to the nature of these types of ministries, it is an absolute necessity that each employee possesses and maintain a Christian testimony of their faith and experience in Jesus. Must be in agreement with the Statement of Faith of the Fresno Mission.

**Application Process:**

Individuals interested in being considered for this position should email the following documents:

1. Letter of interest which includes a narrative detailing how you believe you qualify for this position.
2. An updated resume.
3. The names, email addresses, and phone number of three references.

**Please email all documents to [HR@fresnomission.org](mailto:HR@fresnomission.org)**

No phone calls.