

HOME COORDINATOR, WW



Status: Full-Time

Schedule: Residential - 7 days on, 7 days off

Summary: The HC's primary responsibilities include ensuring residents are shown nurture and care by meeting basic daily needs, organization and maintenance of homes, and supporting each residents' personal goals to succeed.

Essential Functions:

- Interviews and hires employees with advice from the CEO, HR Representative, and other staff as appropriate.
- Monitor and maintain the safety and security of the residents and facility.
- Greet new residents, assign them to their rooms and ensure that they are provided with needed items (hygiene products, clothing, devotional books, etc.).
- Address negative behaviors with a positive Godly attitude.
- Assist with conducting and/or monitoring educational groups as assigned.
- Perform periodic inspections of the facility and coordinate corrective action plans to address problems with PD.
- In coordination with PD, supervise client activities including breaks, assignments, recreational activities and other activities when needed.
- Perform minor maintenance and cleaning, and maintain organization and functionality in the homes.
- Coordinate food purchases and prepare or assist in the preparation of meals.
- Document activities in accordance with TWH practices.
- Coordinate supervision of residents during activities off site with PD, as applicable.

Education and Experience:

- Required - a high school diploma; or a GED certificate.
- Required - minimum age of 19 years old.
- Bachelor's Degree in Human Services field or equivalent combination of education, training, and experience is preferred.
- Preferred specialized experience and/or training in trauma informed services.
- Successfully pass background screen includes criminal history and drug testing.

To read the full job description:

Email WellHouse Woman Program Director, Rachel Berry, to request or if you have further questions.

To apply:

Email your resume and a cover letter to WellHouse Woman Program Director, Rachel Berry at rberry@the-wellhouse.org.