



## Assistant House Manager

City of Refuge is a faith based maternity home for pregnant women and teens. Our faith is woven through all we do.

### What We Do

We create a safe place for women to discover who God planned them to be. Providing them with skills and resources to become that woman. City of Refuge is a women's maternity home that focuses on meeting needs of women facing a crisis in unplanned pregnancy. Residents stay in the home for the duration of their pregnancy and up to 6 weeks following the birth of the baby, or until they have accomplished their goals, and have a safe place to live.

We provide essential social services addressing the material, emotional, and spiritual needs of each woman. This program equips each mother with Biblical counseling, training and mentoring. The women receive loving guidance toward reconciliation with God, themselves, and others as they understand and apply the work of Jesus Christ to their lives, providing options for adoption should they decide for that.

Mothers learn parenting and practical life skills through classes provided in house. Residents will work together daily with one another and volunteer instructors to learn healthy dietary planning, grocery budgeting and shopping, food preparation, planning and storage, basic sewing and other home and life skills. The goal is to foster the responsibility and maturity necessary to maintain independent living and care for themselves, and their child if that is their goal. We hope to build relationships with the women so we can be an ongoing support and encouragement after they leave our program.

Our program is one that is based on the needs of each individual resident. While some components will be applicable to all residents, City of Refuge works hard to ensure that the program set for each resident is applicable to her needs and her future goals. Because of that the City of Refuge program is something that is evolving and changing constantly.

We encourage our applicants to visit our website to learn more about this ministry

## Assistant House Manager

**This position has both active and on call hours, Monday thru Friday  
Active Night Hours 5pm to 10pm Mon., Tues., & Thurs. Morning Hours 6am to 9am  
Monday through Friday; including 2 days support help for Program House Manager  
9:30am to 2:30 pm.**

**Reports to: City of Refuge Directors**

**Works closely with House Program Manager, Support Staff, and Volunteers**

### Qualifications

- A Christian that feels God is calling you to this Ministry
- Be capable of providing leadership and guidance to residents by word and deed. While working under the House Program Manager direction.
- Must have a pro-life stance.
- Be a person who has demonstrated integrity, maturity, and sound judgement. Capable of maintaining the programs set for the individual women.
- Must have the ability to be open to change, fluidity and an ability to be a good communicator.
- Able to maintain confidentiality for Staff/Board/Residents/Supporters
- Have a passion for seeing single, pregnant women to know the Lord as their personal savior, assisting in helping each resident understand both parenting and adoption plans.
- Experience with, (or be willing to learn) and understanding of Trauma: Childhood trauma; PTSD; trauma triggers and be willing to learn de-escalation techniques or reach out to find the needed help.

### Job Description

- Be on call and available to Residents in morning evening and overnight hours:
- Cooking meals with the Residents, breakfast and dinners. Responsible for morning & evening clean up in Kitchen and dining area.
- Make sure all residents are rising in the morning and getting ready for devotions and are settled for the night in their rooms.
- If TV or music is part of the evening relaxing time, making sure it is appropriate for a Christian Resident Home atmosphere.
- Provide oversight and help on phone and computers in evening hours.
- 2 days support help for Program House Manager 9:30 to 2:30; helping residents with classes/appointments/crafts. Participate with the cleaning schedule for Ministry Home.

Compensation:

Housing and utilities plus hourly wage @ 18.00hr, 40 hours a week, any overtime would need to be recorded, and would be paid Time and Half.