

OVERNIGHT RESIDENT ASSISTANT

PURPOSE OF POSITION

To serve the church by ensuring a safe environment for volunteers to serve WFHC residents and their children.

RESPONSIBILITIES

- Ensure all residents and children are inside the building at 9:30 PM nightly.
- Ensure all residents and children are in their apartments by 10 PM nightly.
- Set alarm and lock all exterior doors at 10 PM nightly.
- Disarm alarm by 6 AM
- Ensure any pertinent information is relayed to WFHC Director and/or Weekend Supervisor.
- Onboarding a new resident in an emergency situation.
- Communicating with residents in case of emergency.

ORGANIZATIONAL RELATIONSHIPS

- The Resident Assistant reports directly to the WFHC Director and works alongside the Kitchen Manager, Evening Supervisors, and Weekend Supervisors..

JOB REQUIREMENTS

- Strong organizational and communication skills.
- Self-motivated, organized, and responsive.
- Timeliness/reliability.
- Wide range of interpersonal skills.
- Proficiency in G-mail operation.
- Compassion and resourcefulness to meet individuals' needs.
- A servant's conduct.

HOURS

- Overnights

We are currently seeking couples or single women who would commit to a minimum of 6 months.

Compensation includes a free room and board in a furnished apartment, with breakfast and dinner available if desired, along with either daily pay of \$15 or a monthly stipend of \$450.