



## **Resident Specialist Job Description**

### **About Us**

Hope House Mission is a faith based, non-profit emergency homeless shelter serving Butler, Warren, and surrounding counties. Our mission is breaking the cycle of poverty and despair one life at a time.

### **About the Role**

Front Desk - Saturday and Sunday, 3<sup>rd</sup> shift, 12pm-8am. Flexible/may change based on need.  
Childcare - Thursdays 9:45am- 4pm; Fridays 9:45am-1pm. Hours flexible depending on # of children in shelter.

### **Responsibilities**

- Manage the front desk.
- Communicate as a team member.
- Attend all staff meetings.
- Supervision of clients.
- Oversee daily safety/cleanliness inspections.
- Manage donations to the facility according to program policies.
- Provide childcare as needed.
- Have a working knowledge of community resources.

### **Candidate Requirements**

- Competent in basic computer applications and office administration.
- Heart to serve others.
- Heart for children and experience working with children.
- Sensitivity to issues surrounding families experiencing homelessness, substance abuse, mental illness, or physical handicaps.
- Cooperative, friendly, and helpful attitude with clients and coworkers. Ability to work closely with other employees to ensure positive, constructive environment within the organization.
- Ability to lift items up to 30 pounds to a height up to 5 feet.
- Ability to walk for up to 8 hours per day with intermittent occasional standing, bending, squatting, or climbing.

*Defend the poor and fatherless; do justice to the afflicted and needy. Psalm 82:3 KJV*