

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

This position is part time, Saturday and Sunday, 12PM Noon – 12 AM Midnight.

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.
- Have a working knowledge of community resources.

Candidate Requirements

- Competent in basic computer applications and office administration.
- Heart to serve others.
- 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. o 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 1001 Grove Street
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