



# LIFEHOUSE

**Job Title: Resident Advisor**

**Mission Statement:** LifeHouse is a Christ-centered ministry ensuring life for unborn children by providing opportunities for housing, help, and hope for young women during their pregnancies and beyond. LifeHouse of Houston Inc., is a 30 year-old housing ministry for young women ages 12 and older in an unplanned pregnancy. Our desire is to turn the challenges of unplanned pregnancies into opportunities for growth for pregnant women and to ensure life for their unborn babies. We facilitate this by providing a Christian family home setting under-girded by counseling, life skills instruction, education, and post-partum support. We have two maternity homes on adjacent properties that can house up to 12 women. We also have a program called LifeLine that supports this same population with non-residential services.

**Job Summary:** To advise and assist residents in fulfilling daily routines and responsibilities in a manner that is conducive to their emotional healing and cognitive development.

**Qualifications:** Passion for the mission of LifeHouse, which is a Christ-centered ministry ensuring life for unborn children by providing opportunities for housing, help, and hope for young women during their pregnancies and beyond. Strong Christian faith, beliefs and lifestyle indicative of such beliefs.

**Education and Experience:** Bachelor's Degree preferred and one-year experience serving in a residential ministry or three years-experience serving in a residential ministry. Trained in Trust Based Relational Intervention preferred. Experience with foster youth or a group home setting.

**Location:** South campus and any future campus expansion sites for maternity housing.

**Department:** Maternity Program

**Job Status:** Part-Time

**Compensation:** \$15 per hour

**Reports To:** Director of Programs

**Supervises:** None

**Job Responsibilities:**

- Promote and maintain a safe environment conducive to recovery, emotional healing, and cognitive development.
  - Reports client safety concerns to Program Leadership.
  - Maintains compliance with all established program policies, processes, and procedures.
  - Conducts situation monitoring in assigned settings to provide a continually safe environment.
  - Follows established program guidelines for intervening and supporting clients who are in distress while under their supervision.
  - Assists in monitoring sobriety and helping insure absence of all illicit drugs and alcohol in residences.
- Provide assistance in activities of daily living in a goal-directed manner consistent with the client's weekly service plan.
  - Collects data to contribute to the assessment of individual strengths and limitations.
  - Provide support consistent with client's developmental level, which maximizes client functioning.
  - Supports clients who need guidance with laundry, cooking and other activities of daily living as needed.
- Facilitate the development of appropriate behaviors, self-expression, and social interaction.
  - Establishes therapeutic relationships with client.
  - Assists clients to utilize free time in a healthy manner.
  - Initiates interactions in a supportive manner.
  - Coaches residents in social skills, emotional expression, and problem solving through modeling, behavioral rehearsal, and routine practice.
- Assist in the provision and/or reinforcement of vocational, educational, social, and recreational rehabilitative experiences for clients.
  - Helps clients set and monitor progress toward achieving weekly goals in vocational, educational, social and recreational domains.
  - Reinforces skill development in domains such as but not limited to social/interpersonal functioning, activities of daily living, work/school readiness, and leisure time.
  - Assists clients with skill development in various settings as assigned.
  - Documents client progress on their goals according to program guidelines.
- Maintain a physical and psychological environment that facilitates the improved functioning of clients.
  - Maintains professional boundaries and confidences with clients.
  - Models good judgment and appropriate behavior including characteristics such as grooming, personal appearance, speech and hygiene.
  - Provides effective and therapeutic limit setting with clients.
- Provide input to the Program Staff and participate in other educational and clinical committee work as assigned; contribute to the development of policies and procedures.
  - Offers observations to Program staff members in regard to client care.
  - Attends and actively participates in program team meetings.
  - Serves as advocate for clients.

\*Other duties as assigned.

**Skills Required:**

- Ability to assess a client as a whole person.
- Knowledge of and experience in practicing trauma informed care.
- Committed to life-long learning and willing to implement practices with gained knowledge.
- Ability to maintain professional boundaries with clients and staff members while still creating a warm and inviting atmosphere.
- A natural gifting of attention to details and organization. The ability to be flexible and learn quick is required.
- Possess a natural ability to establish rapport with clients and staff.
- Ability to cope and excel in the presence of frequent and rapid change.
- Proficient in Word, Excel, & Outlook
- Ability to work with diverse individuals and people groups.
- Excellent verbal and written communication skills.
- Proficient organization and presentation skills.
- Ability to work independently and as a team member.
- Excellent time management and ability to prioritize.
- Ability to work on multiple projects at once.
- Valid Driver's License with acceptable driving record and current personal liability insurance.
- Personal vehicle to use for transportation between facilities and occasionally to locations outside of LifeHouse.
- Ability to lead a team in a manner that ensures trust.
- Ability to facilitate conflict resolution among residents, as well between you and others.

**Physical Requirements:**

- Ability to walk, stand, climb stairs, sit, bend, stoop, and drive a motor vehicle. Some carrying or lifting (up to 20 pounds) is required.
- Position requires ability to see, read, write, hear and speak clearly in order to communicate with staff, volunteers, donors, clients and visitors.

**Mental Requirements:**

- Ability to cope with emotionally taxing cases and practice self-care after experiencing vicarious trauma.
- Ability to organize, analyze and process information related to the programs of LifeHouse and its mission.
- Must possess excellent judgment, flexibility, and ability to set priorities and problem solve in a multi-task environment.
- Must possess excellent verbal and written communication skills.
- Ability to demonstrate emotional regulation at all times, specifically during emotionally charged situations.
- Ability to maintain policies of LifeHouse despite emotional discomfort or pain.

**Equipment Used:** Telephone, copier, computer, other office equipment, vehicles, dolly.

**Work Environment:**

- Most work will take place on a LifeHouse property or in the homes of alumni.
- Typical work schedule is Tuesday - Thursday, 9am – 6pm.
- Work schedule may be subject to change to meet the needs of the LifeHouse ministry or clients, including some weekends and evenings.
- Dress is business casual.

The above job description is intended to describe the general nature and level of work being performed by an employee in this position. They are not intended to be an exhaustive list of all duties, responsibilities and qualifications of an employee assigned to this job.