

# Position Description

STCH Ministries



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## HOMES FOR FAMILIES – RELIEF RESIDENT COORDINATOR/ADMINISTRATIVE ASSISTANT

### Position Assignment

**Title:** Relief Resident Coordinator/Administrative Assistant

**Organizational Unit:** Homes for Families - Bluebonnet Ranch Campus

**Recruited by:** Director of Homes for Families

**Approved by:** Vice President of Campus Ministries

### Working Relationships

**Reports to:** Director of Homes for Families

**Staff Team:** Vice President of Campus Ministries, Director of Homes for Families, and all STCH Ministries staff to enhance the total program

### Basic Functions

This position provides guidance, training, and supervision to the families assigned to a specific residence of the South Texas Children's Home Ministries (STCH Ministries) Homes for Families program. The position also manages the household, models positive family living, and works with STCH Ministries support staff in developing, implementing, reviewing, and revising a plan of service for each family.

### Basic Responsibilities

1. To assist Director of Homes for Families with administrative duties as requested including submitting reports, placing orders, scheduling appointments, and other needs.
2. To participate in client's plan of service meetings and assist in special needs of client families as prescribed in plan of service.
3. To encourage clients to seek a relationship with Christ as a source of healing and direction for their lives through regular Bible study, prayer, meditation, and other spiritual disciplines.
4. To serve as a Christian minister of reconciliation to each client.
5. To schedule periodic cottage meetings and interact daily with client families and provide mentoring and lay counseling to client families.
6. To manage cottage household, enforcing cottage rules.
7. To oversee and participate in housekeeping schedule - implement routine housekeeping schedule.
8. To monitor client and children behavior.

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9. To transport clients to appointments, job, and school when requested, and distribute groceries to client and aftercare families through the commissary. Will follow approved guidelines for making cottage purchases and submit receipts monthly for reimbursement.
10. To conduct tours through cottage and give information about program and assist with volunteers on weekends when necessary.
11. To follow required safety procedures.
12. To schedule quarterly fire drills/natural disaster drills.
13. To maintain household first aid kit.
14. To routinely check smoke alarms and refrigerator/freezer temperatures.
15. To participate in staff training opportunities including off campus workshops and seminars when recommended by Director of Homes for Families.
16. To perform all other duties as assigned.

I, the employee, have read, understand, and agree with the position description for Homes for Families – Relief Resident Coordinator / Administrative Assistant.

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Employee Signature

\_\_\_\_\_  
Date

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Employee Supervisor Signature

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Date