HOMES FOR FAMILIES – RESIDENT COORDINATOR

Position Assignment

Title: Resident Coordinator

Organizational Unit: Homes for Families

Recruited by: Director of Homes for Families

Approved by: Vice President of Campus Ministries

Working Relationships

Reports to: Homes for Families – Assistant Director of Homes for Families

Staff Team: Vice President of Campus Ministries, Homes for Families – Director, Assistant Director, 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 conduct client orientation and complete client admissions paperwork and documentation.
2. To participate in client's plan of service meetings and assist in special needs of Homes for Families (HFF) residents as prescribed in plan of service.
3. To serve as a Christian minister of reconciliation; encouraging 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 assist client in money management program.
5. To schedule periodic cottage meetings and interact daily with HFF residents and provide mentoring.
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.

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 by scheduling quarterly fire drills/natural disaster drills, maintaining household first aid kit, and routinely checking smoke alarms and refrigerator/freezer temperatures.
12. To participate in staff training opportunities including off campus workshops and seminars when recommended by Homes for Families – Assistant Director.
13. To perform all other duties as assigned.

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

Employee Signature _____ Date _____

Employee Supervisor Signature _____ Date _____