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## **HOMES FOR FAMILIES – RESIDENT COORDINATOR WEEKEND RELIEF**

### **Position Assignment**

- Title:** Resident Coordinator Weekend Relief
- 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 – Director of Homes for Families
- Staff Team:** Vice President of Campus Ministries, Homes for Families – Program Coordinator, 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 within the STCH Ministries Homes for Families program. The position also includes managing the household, modeling positive family living, and working with STCH Ministries support staff in implementing the plan of service for each family.

### **Basic Responsibilities**

1. To assist in special needs of client families as prescribed in plan of service.
2. 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.
3. To manage cottage household as well as enforcing cottage rules.
4. To oversee and participate in housekeeping and cooking schedules, implementing assigned schedules.
5. To monitor client and children behavior.
6. Transport clients to appointments, school, and church as needed. Distribute groceries to clients through the commissary as directed by the Resident Coordinator.
7. To conduct tours through cottage and give information about program and assist with volunteers on weekends when necessary.
8. To follow required safety procedures by implementing scheduled fire drills/natural disaster drills, maintaining household first aid kit, and routinely checking smoke alarms and refrigerator/freezer temperatures.

# Position Description

## STCH Ministries



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9. To attend weekly and monthly staff meetings as scheduled.
  10. To participate in staff training opportunities including off campus workshops and seminars when recommended by Homes for Families Director.
  11. 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 Weekend Relief.

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Employee Signature

\_\_\_\_\_  
Date

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Employee Supervisor Signature

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Date