

Overlake Christian Church Job Description

Job Title: Special Delivery House Manager
Department: Serve The World
Reports to: Sr. Associate Pastor
Supervised by: Director of Special Delivery
FLSA Status: Exempt
Prepared Date: January 2013

SUMMARY

The House Manager of Special Delivery's residential home is a full-time live-in ministry position, to single pregnant adult women (18 years and older) in need of residential housing and support. This individual will serve the women, ensuring a Christ centered environment that promotes the well being of the residents, consistent with the organization's statement of faith, mission statement and biblical counseling philosophy.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Supportive and loving mentor/role model.
- Oversee operation and management of the house; housekeeping, cleaning and maintenance sufficient to maintain a healthy and sanitary living environment.
- Working with the Director and Assistant Director to interview, screen and qualify applicants for residential housing.
- Facilitate menu planning, grocery shopping and food preparation within a given budget.
- Overseeing chores and responsibilities of residents.
- Providing training to residents in a variety of independent living skill areas including, but not limited to, basic food planning/preparation and value shopping, housekeeping and basic maintenance, spiritual growth and discipleship, etc.
- Cooperatively working with the Director, Assistant Director, mentors and volunteers to actively encourage and support each resident in their individual goals for prior to and following the birth of her baby.
- Facilitate group meetings including bible studies, devotions, specialized training, personal growth and conflict resolutions.
- As needed, and as appropriately scheduled, to provide transportation to appointments.
- Accompanying residents to church services, weekly celebration recovery and special events.
- Working in conjunction with the Director in the area of encouraging positive public relations, and charitable giving by supporting special events.
- Overseeing maintenance of the house and property, all work parties and their volunteers.
- Facilitate childcare needs for support groups on Monday evenings. Oversee childcare volunteers

Compensation:

House manager is a live-in position with room and board paid by ministry and is considered part of the compensation package. A bi-weekly salary is paid through payroll. Full benefits – medical, dental, vacation, sick and retirement are also part of compensation package.

Overlake Christian Church Maturity Leadership Expectations

While serving on OCC Staff, you will be viewed as a member of leadership. We ask staff members to commit to certain lifestyle expectations, to be in a position to effectively minister to others, and be maturing as a believer. At a minimum, this means you:

- Are committed to worshipping at OCC on a weekly basis
- Understand the importance of and are committed to tithing
- Commit to completing our membership process if you are not already a member
- Commit to willingly refrain from activities that could cause a new believer to stumble such as illegal drugs, abuse of prescription drugs, or other activities not in keeping in Biblical standards