



Help People... Restore Hope... Change Lives!

PO Box 306 — Missoula, MT — 59803

### **Resident Assistant**

**Reports to: Director and Program manager of Grace House**

**Purpose: Act as a responsible and reliable part of the Resident Assistant Team to provide oversight, assistance and reassurance to participants of Grace House, relating as a sister in Christ, maintaining a safe atmosphere within the Shelter structure, while speaking truthfully with love.**

#### **Responsibilities:**

- Be willing and available to provide godly, honest, and kind support to center participants, focusing on both goal progression and relational growth.
- Ensure that all requirements for maintaining a safe and healing environment are met
- Embrace and teach our grace-based philosophy of ministry
- Uphold Center Rules and Expectations, redirecting program participants as needed.
- Demonstrate a solid Christian foundation in the light of Colossians 3:17 “ and whatever you do or say, do it as a representative of the Lord Jesus, giving thanks through him to God the father.” & Colossians 3:23 “ Whatever you do, work at it with all your heart as working for the Lord.”
- Provide house supervision and ensure all household tasks are completed. Maintain stock of clean bedding and toiletry items for participants’ needs.
- As able, cover volunteer shifts when need arises, including cooking, cleaning, shopping, and support of evening activities.
- Communicate with the team, including maintaining up-to-date notes in the Daily Log.
- Provide honest feedback with grace as a vital member of the Center Team (Eph. 4:15).
- Seek and participate in opportunities for personal and/or Team growth.
- Keep up assigned Volunteer Guest Assistant room as per Private Room Use agreement.
- Stock house pantry, fridge and freezer with items from the large pantry and freezer as needed
- Keep a grocery list of items as the house runs out of must have items.

#### **Required Qualifications:**

- Emotionally strong and compassionate to handle a variety of situations on the front lines of human needs
- Mature in the Christian faith
- Detailed, organized, with good communication skills
- Able to demonstrate crisis management and conflict resolution in a Christ-like manner, and assist residents in doing so
- Personal boundaries, interpersonal skills, and an energetic, uplifting personality

**Preferred Qualifications** • Proven experience and effectiveness in helping women in crisis or recovery

“To serve, Rescue, and transform those in greatest need by the grace of Jesus Christ”