

## Job Description

**Position:** Women's Life House - House Manager

**Employment Status:** Residential and Community Care Support

**Pay Frequency:** Weekly

**Reports To:** Life House Director

**Supervises:** Women's Life House Team Members

**Location:** 319 Guilford St., Huntington, IN 46750

**Start Date:**

**Primary Purpose:** Consistent with Romans 12:9-15, Ephesians 4:11-12, 2 Corinthians 9:7-8, and Proverbs 11:25, the Women's Life House - House Manager is responsible for overseeing the house and ensuring that the house is safe and functioning as it should and that all residents are accounted for, especially morning headcount and in the evening when lights go out.

### Primary Responsibilities:

#### 1. Spiritual Responsibilities:

- 1.1. Seek to be a role model in attitude, speech, and action in a consistent daily walk with Jesus Christ.
- 1.2. Treat others as Jesus says. (*Matthew 7:12*)
- 1.3. Show by example in Bible study, public worship, prayer, witnessing, and Christian fellowship.

#### 2. The Women's Life House - House Manager Responsibilities:

- 2.1. Ensure the residents are abiding by the rules of the house.
- 2.2. Ensure the house is a safe environment for all.
- 2.3. Create a weekly chore list for residents and make sure that chores are completed as written.
- 2.4. Report all incidents to the Life House Director.
- 2.5. Conduct room searches and drug/alcohol testing.
- 2.6. Attend meetings and trainings that New Life Ministries' leadership requires.
- 2.7. Shows no favoritism.

- 2.8.** Confidentiality - do not share information about residents.
- 2.9.** We work as a team – we help where help is needed, as time allows.

### **Qualifications:**

The Women's Life House - House Manager shall:

- Have a personal relationship with Jesus Christ.
- Possess organizational and leadership skills.
- Possess excellent people skills, a willingness to meet new people, and have a friendly demeanor.
- Must always be willing to learn and grow.
- Must be able to multitask and be self-motivated.
- Agree to uphold New Life Ministries' Statement of Faith and the Code of Conduct policy.

*Last Updated 12/1/25*