

NEW LIFE
MINISTRIES



WOMEN'S LIFE
HOUSE

313 E. Franklin St., Huntington, IN 46750 • www.nlm-in.org • 260-200-1372

Position: Part-Time Women's Life House Team Member

Job Description: This is a position to help be the eyes and ears of the Women's Life House. You will work with residents to help provide a safe place for women at a crossroads in their life.

Duties and Description:

- You must know all the rules and guidelines and observe them.
- You must be able to go up and down stairs.
- Lock and unlock entry doors. Check the back door locks.
- Answer the house phone and take messages.
- Respect resident's confidentiality and don't give out any information concerning residents.
- Be sensitive to cultural diversity and be respectful of residents.
- Must remain drug, narcotics, and alcohol free. All staff must adhere to a drug test when called to.
- Make sure phones and other electronics are locked up at lights out.
- Must attend staff meetings when needed.
- Keep the office clean: sweep, mop, dust if needed.
- Turn in a detailed, daily report of what has happened on your shift.
- Check all bags, purses, backpacks etc., whenever residents come back from anywhere.

Qualifications:

- Must be a professing Christian (this is a faith-based, Christian ministry).
- Must always be willing to learn and grow.
- Must work well with others.
- Must be able to communicate well.

Shifts:

- Weekend shifts expected.
- Shift times may vary.

Salary:

- \$10.00/hour