

Job Description

Position: Assistant to the Life House Director

Employment Status: Part Time

Pay Frequency: Weekly

Reports To: Life House Director

Supervises: Women's Life House - House Manager(s), Men's Life House - House Manager, Women's Life House Part-Time Team Members, Men's Life House Part-Time Team Members

Location: 313 E. Franklin St., Huntington, IN 46750

Primary Purpose: Consistent with Romans 12:9-15, Ephesians 4:11-12, 2 Corinthians 9:7-8, and Proverbs 11:25, the Assistant to the Life House Director will support the Life House Director in overseeing and directing the Men's Life House and Women's Life Houses. The Assistant to the Life House Director will help conduct intakes for all new residents and will meet with the Life House Director regularly while giving assistance to the Life House Director.

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.** Maintain a personal, intensive relationship with Christ through prayer, bible study, and church services.
- 1.3.** Explain New Life Ministries' religious beliefs and practices to the public and give a reason for the hope he/she has (1 Peter 3:15) when asked.
- 1.4.** Provide ministry resources and assistance to those who inquire.

2. The Assistant to the Life House Director Responsibilities:

- 2.1.** Help provide leadership and supervision over Life House staff employees, residents, and volunteers.
- 2.2.** Administration and office work.
- 2.3.** Conduct resident intake interviews for both men and women.
- 2.4.** Attend Life House staff and other scheduled ministry meetings.

- 2.5.** Ensure staff and residents comply with program policies and procedures.
- 2.6.** Assist in administering medications and prescriptions.
- 2.7.** We work as a team – we help where help is needed, as time allows.

Qualifications:

The Assistant to the Life House Director shall:

- Have a personal relationship with Jesus Christ.
- Possess organizational and leadership skills.
- Possess excellent people skills (listening, encouraging, observing, and giving instructions), especially in interviewing people.
- Must be confidential with personal and ministry information.
- Must always be willing to learn and grow.
- Must be able to multitask and be self-motivated.
- Must have good skills with Word, Publisher, Office, and other computer skills.
- Able to make hard decisions and rational choices that will affect people.
- Agree to uphold New Life Ministries' Statement of Faith and the Code of Conduct policy.