



# Youth Challenge of Hampton Roads Women's Home

## JOB OPENING: LIVE-IN STAFF POSITION

**DATE POSTED:** March 18, 2017

**JOB TYPE:** Full-Time

**REPORTS TO:** Women's Home Director

### **JOB DESCRIPTION:**

#### INTRODUCTION

A Live-In Staff member carries out the activities of the Women's Home, as dictated by the Women's Home Director

#### QUALIFICATIONS

##### Professional

1. A woman, in harmony with the YCHR mission and core values.
2. Minimum of a high school diploma. Training in Ministry, Human Services, or Counseling preferred
3. Previous experience with YCHR "like" ministry or working with women who have life controlling issues preferred.
4. Proven ability to work with a team and able to multi-task and manage a small group.
5. Ability to ensure a group follows rules and regulations
6. Able to live on site and work a varying schedule.
7. Must have a valid driver's license

##### Spiritual

1. Good understanding of the Holy Bible and application of it's principles to every day life.
2. Christ follower, possessing a spiritually disciplined life.
3. Able to lead in a Biblical manner.
4. Able to represent the ministry in the community
5. A woman of God with a heart to serve in this ministry

#### DUTIES & RESPONSIBILITIES

1. Shall be responsible for supervision of program residents and facility security, including locking of all doors and windows, and setting alarm.
2. Shall be responsible for managing students and their completion of assignments under the guidance of the Women's Home Director
3. Shall ensure the student schedules are followed, as directed, in coordination with the overall ministry.
4. Shall ensure the Women's Home Rules & Regulations are being adhered to by program students

5. Shall maintain all student files according to YCHR policy
6. Shall assist Women's Home Director in public relations, fund raising efforts, and guest speaking as requested and approved by Executive Director
7. Shall oversee the maintenance of the center facility, grounds, vehicles, and YCHR equipment.
8. Shall keep and maintain order in the home during student free-time and family visits.
9. Shall provide transportation and attend any of site activities directed by Women's Home Director
10. Shall perform other duties, as requested.

#### SALARY

Consistent with experience, keeping in mind that YCHR is a small non-profit. This is a live-in position with room & board included in compensation.

#### IF INTERESTED IN THIS POSITION

1. Submit resume and to [travis.hall@youthchallengehope.org](mailto:travis.hall@youthchallengehope.org) or mail to:  
YCHR  
Attn: Travis Hall  
332 34<sup>th</sup> Street  
Newport News, VA 23607
2. Call (757) 244-1234 to schedule an interview.