



Job Description

Men's Ministry

Department: Men's Ministry
Position Title: Housing Supervisor
Employee Name:

JOB SUMMARY

The Housing Supervisor is a live-in position and is responsible for assessing and communicating the day-to-day operations of Hope Ministries Supportive Housing property, including maintenance needs, cleanliness, security, and resident relations.

RESPONSIBILITIES

General

- Promote, model, and uphold a supportive, sober Christian community living environment.
- Conduct regular safety rounds to ensure the safety and security of the community. Actively contribute to maintaining a safe and secure environment for staff, residents, and visitors. This includes adhering to established safety protocols, promptly reporting any safety concerns or incidents, and supporting organizational efforts to foster a culture of safety and security.
- Report maintenance issues or concerns to the maintenance department in a timely manner.
- Assist with resident move-ins and move-outs, conducting property inspections to assess conditions before, during, and after occupancy.
- Communicate residents' complaints, concerns, and issues to the supportive housing case manager.
- Mediate conflict between residents.
- Hold residents accountable for following community guidelines and communicate any concerns with the case manager.
- Facilitate organized recovery groups and house meetings weekly.
- Assist case manager in facilitating monthly social events and quarterly outings.
- Other duties as assigned by the Director of Men's Ministry.

QUALIFICATIONS

- Must be in agreement with Hope Ministries' Statement of Faith, Mission Statement, and Core Values Statement.
- Good understanding of the Bible and ability to apply Biblical principles to real life situations while modeling Christ like behavior.
- Must be willing to live on the property (Free room and use of shared spaces is provided by Hope Ministries).
- Strong interpersonal skills.
- Must work well with diverse groups of people and have an ability to motivate and provide accountability.
- (Male – BFOQ)



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Reports to: Director of Men's Ministry

Salaried/Exempt __

Hourly/Non-exempt X

\$7.25/hr + Free Room(\$500 value)

Work Schedule:

10-20 hours per week as needed.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____