

## **Job Description: New Creation Home Resident Manager**

**Agency:** New Creation Home Ministries is Christian ministry located in East Palo Alto providing residential and other programs to teen mothers (13-22) and their children.

**Summary of Position:** The role of the Resident Manager is to supervise and manage New Creation Home from 9:00pm to 9:00am each weekday (Sunday through Thursday); and to be home to sleep by midnight on Friday and Saturday nights unless otherwise arranged. This includes the supervision of 3-4 teen mothers and their children. This is a live in position.

### **Specific Responsibilities:**

- Maintaining household supplies (i.e. keeping items stocked in the house and letting Program Manager know if more supplies are needed).
- Assisting with New Creation Home facilities maintenance, specifically performing a set of daily and/or weekly “chores” around the house.
- Securing/alarming the facility at 9:00pm, and dealing with problems if/when they occur during the night.
- Checking residents’ weekly chores each weekday (Sunday through Thursday) evening and communicating consequences to the resident(s) if needed. Discussing ongoing issues with Housing Program Manager.
- Assisting residents with getting their child(ren) to daycare and residents to school as needed between 7:30-9:00 each morning using NCHM vehicle.
- Attending a weekly house meeting on Monday evenings at 8:00pm with NCH residents.(some flexibility on evening)
- Supporting and mentoring residents as needed. Examples of needs include conflict resolution, relationship issues, healthy parenting, job searches, cooking/cleaning skills etc.
- Meeting as needed with NCHM staff for program updates, prayer, etc. (This may occur outside of required hours at New Creation Home)

### **Minimum Qualifications:**

- Deep commitment to the mission of the organization (please go to [www.newcreationhome.org](http://www.newcreationhome.org) for more information)
- Experience with teen mothers or at risk youth.
- California Driver’s License and clean DMV Record
- In order to reflect the community we serve, Latino and African-American candidates are encouraged to apply.
- 23 years of age or older

**To apply:** Email a cover letter and resume to [katie@newcreationhome.org](mailto:katie@newcreationhome.org).. No phone calls or faxes please.

**Compensation:** \$19,400/year, housing, /utilities. Medical and dental benefits, 3 weeks personal/vacation time.