



Community Life Assistant Job Description

Job Title: Community Life Assistant

Summary: Community Life Assistants work directly with pregnant and parenting women experiencing homelessness to support their journey toward self-sufficiency. In this hourly staff role, team members help cultivate a safe, loving, and supportive environment at Refuge House. This position offers flexibility and opportunities for growth, staff are encouraged to take initiative and apply their unique strengths to shape their experience and make a meaningful impact in the lives of the women and children served.

Position Type: Part-Time, Non-exempt

Reports To: House Director

Essential Duties & Responsibilities:

- **Client Support:**
 - Create an inviting, warm, family-style environment for the residents of Refuge House.
 - Facilitate dinner time, helping to guide the flow of the meal, ensuring a respectful meal and clean up.
 - Provide hands-on guidance to Mothers in cooking, cleaning, meal prep, safety, etc.
 - Use each moment as an opportunity to build confidence, independence and life skills
 - Support Mothers in their personal growth by helping them navigate difficult situations and build healthy relationships with an emphasis on accountability and responsibility.

- **Orderly Operations:**
 - Check in with the House Director upon arrival to receive updates and priorities.
 - Confirm all chores are completed, providing gentle reminders when not.
 - Help in maintaining an orderly welcoming environment.
 - Supervise evening classes and group activities, offering guidance, encouragement, and support so that Mothers and their children can fully participate in a safe, structured, and positive environment
 - Answer all incoming calls in a polite and professional manner.
 - Ensure all residents have returned by curfew and follow established procedures if not.

- **Documentation:**
 - Document and report any significant information through the proper methods to ensure the highest level of client care.
 - Review camera footage when appropriate to ensure rules are being adhered to and safety measures are in place.
- **Demonstrate respect, compassion, and cultural sensitivity** in all interactions, nurturing a supportive atmosphere by maintaining professional boundaries and practicing trauma-informed, client-centered care.
- **Attend Monthly Staff Meetings**

Qualifications:

- A personal relationship with Jesus as Lord and Savior.
- High school degree
- Excellence in organizational, supervisory and communications skills.
- Experience in working with people from diverse, racial, ethnic, and socioeconomic backgrounds.
- Willingness to learn and adapt to working environment.
- Alignment with Refuge Host Home's core values and sanctity of human life.
- Valid driver's license with good driving record and proof of insurance.
- Position will require evenings and weekends as well as flexibility for additional shifts.
- Excellent written and oral communication skills that are effective with a diverse range of audiences.
- Team player, positive, upbeat, can-do attitude.
- Ability to inspire and motivate others toward self improvement and the resulting benefits.

For consideration, please submit cover letter and resume to Jessica Berry, Operations Director, at jessica@refugehosthomes.org. Applications will be reviewed on a rolling basis until position is filled.