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| **Family Housing Manager**  |  |
| **Type:** | Hourly at 40 hours per week |
| **Location:**  | Primarily on site in Duvall |
| **Hours:** | Some weekends and evenings, some flexibility required |
| **Wage:** | $20.00-$28.00 per hour depending on experience |
| **Benefits:** | Sick leave, personal days, employee assistance program |

*Join our team. You can make a difference!*

**Who we are**

At Acres of Diamonds we are champions for moms and kids experiencing homelessness. We are a Christian ministry dedicated to helping them rewrite their stories and make lasting change for themselves and generations to come. We believe they are diamonds of great worth who deserve the opportunity to break the cycle of homelessness and the poverty, abuse, domestic violence, and addiction that often accompany it.

Our work is to come alongside each mom and her children and help them heal and grow. We believe this work cannot be limited to simply providing housing. Our non-traditional community-based housing model is designed to help moms and kids feel safe in a place they can call home. We include counseling, case management, relationship skills, how to find and maintain employment, parenting classes, budgeting, and much more. We work closely with each family to develop a program custom tailored to their needs to maximize their success.

We believe the best way to do this is through a caring community. As a result, we create, build, and maintain relationships with a large network of supporters and like-minded organizations, and help our families create the caring communities that will sustain them. We believe in the dignity of every one of our moms and kids, and we are dedicated to providing the support, resources, and encouragement they need to be fully who they were meant to be.

Join us! We are looking for someone to join our team in the role of Resident Care Manager. This position is hands-on working directly with families in our community home.

**Who we’re looking for - Is this you?**

This role requires an empathetic individual with strong relational skills who thrives on variety and is able to take action independently and on their own initiative. This role needs a quick processor who is able to understand the “big picture” and make rapid decisions that are in alignment with it. The work focuses on goals, and being able to make progress on those goals even in challenging circumstances is essential. Persistence and determination are required to keep moving forward.

The nature of the work is not highly detailed, but simultaneously tracking multiple tasks to ensure timely completion and effective personal time management skills are crucial to success. The position is about taking action, sometimes quickly and with limited guidance. In order to make these decisions effectively, this role requires someone who is comfortable taking risks. Ever-changing dynamics and challenges require that decisions be made often without precedent or complete information. Self-confidence and strong personal resolve are necessary to keep constant forward progress.

This job requires a keenly task-focused individual to analyze situations, systems, and problems and respond accordingly. Different problems will arise daily. Success depends on examining the problem, putting together seemingly disparate elements, and arriving at quick solutions. Holders of this position will need to speak frankly and directly, with both kindness and clarity. This person will need to follow-up to ensure that things were completed correctly. Openness to learning and facing new challenges is critical to achieving results. This job requires a proactive nature, personal accountability, and a strong desire to lead to achieve success for the good of the group.

**Job Summary and Requirements**

This role is part of our Family Housing Team which is responsible for carrying out the work needed to support the day-to-day safety and operation of the house including chore and room checks, drug testing, community dinners, and regular house meetings. In this role you will have the opportunity to serve as a resource and guide, providing spiritual, emotional, and relational support for families recovering from trauma.

**Requirements**

* Active listening skills, as well as oral, written, and interpersonal communications skills to facilitate effective interactions with residents, volunteers, and staff
* Experience in trauma-informed care and motivational interviewing preferred
* Work experience or volunteer experience serving homeless individuals preferred
* Personal relationship with Jesus Christ and active in a Christian church
* Sensitivity to the needs of residents, staff, and volunteers from diverse cultural and economic backgrounds
* Able to pass a background check
* Have a valid driver’s license, automobile insurance, and reliable transportation
* Able to maintain strict confidentiality of sensitive information
* Able to perform the physical requirements of the role that include walking about the workspace, climbing up and down stairs, stooping, bending, kneeling, talking and hearing in person and on the phone, carrying packages, operating office machinery

Acres of Diamonds is a Christian 501(c)(3) organization where homeless women, and their children receive the help and resources they need to build lasting, healthy lives.

*It is our policy to hire, promote, transfer, terminate and make all other employment-related decisions without regard to any employee’s race, color, sex, age, national origin, veteran status or disability or any other basis prohibited by law. As a religious organization, we are permitted, and reserve the right, to prefer employment on the basis of religion, per Title VII, Section 702-703, vs. Civil Rights Act of 1964. We believe that the effectiveness of this ministry is directly related to the depth and sincerity of commitment to Jesus Christ demonstrated by each employee. Therefore, each employee must be committed to the pursuit of a lifestyle, on and off the job, consistent with our mission, compatible with historical standards of morality and reflecting the message, mission and character of Jesus Christ.*

Does this sound like a good fit for you? Send Resume and cover letter to hiring@acresofdiamonds.org . We will respond to qualified candidates.