



## **Weekend Manager (Domestic Violence Site)**

### ***Part-Time, Non-Exempt***

Are you interested in making a difference in the lives of families facing homelessness? Are you searching for not just a job, but a calling? Door of Hope, a Christian, faith-based nonprofit that empowers families facing homelessness to transform their lives, is hiring a Weekend Manager to be part of our life-changing work.

As a Weekend Manager and the sole staff member on site during your shifts, you will be responsible for upholding a culture of safety and positivity. You will create an environment that fosters healing and provides the stability needed for families to thrive, breaking cycles of homelessness and domestic violence. You will build organic relationships with families, supporting and encouraging them as they pursue their goals through Door of Hope's programs.

### **Schedule**

- Shift runs every other weekend from Friday at 5pm – Sunday at 10pm
- Weekend Manager resides on site during entire shift; sleep shifts are in accordance with Alternate Work Schedule Agreement

### **Responsibilities**

- Coverage at site throughout shift; responds to needs of residents as necessary and appropriate
- Develop strong connections with families; love and support residents while establishing accountability and upholding program structure
- Help ensure residents are on track to achieve personal goals
- Uphold program standards and policies
- Check for completion of chores and household duties; perform room-checks for resident apartments
- Communicate updates to Program Staff
- Notify Program Manager of any emergencies and provide crisis management when necessary
- Help residents resolve conflicts peacefully and with respectful communication
- Ensure residents are in house each evening and secure the premise properly
- Conduct drug/alcohol tests when necessary
- Review security cameras regularly
- Offer support, prayer, and encouragement to residents during this time of crisis
- Maintain cleanliness of weekend apartment and follow general cleanliness/disinfectant protocol
- Perform any other task necessary to support the mission of Door of Hope

### **Qualifications**

- Demonstrate Door of Hope's core values: Christ-Centered, Holistic, Empowering, Relationship
- Bilingual Spanish, strongly preferred
- Domestic violence certificate, coursework, and/or 1-3 years field experience with DV cases preferred
- Preferred familiarity with recovery models such as 12-step programs

*\*\*To apply, send your resume to [jobs@doorofhope.us](mailto:jobs@doorofhope.us). In your email, please explain 1) your understanding of Door of Hope's faith-based nature and 2) why you are the perfect fit for this opening.\*\**