

**Part-time House Manager**  
**Home for Formerly Incarcerated Women**  
**LaFayette, GA**  
**Hourly Rates \$10-\$15 (experience dependent)**

Seeking House Managers needed for our Christ-centered women's shelter. We have part-time positions available in our home located in LaFayette, Georgia. Shifts are flexible, day or night.

Duties include:

- Responsible for the daily activities of the home
- Maintain a safe environment for the program participants
- Hold program participants accountable to policies & procedures of the ministry
- Plan fun, recreational, group activities for program participants
- Perform proper and complete client intakes and discharges
- Perform involuntary discharges as necessary
- Assign program participants' chores weekly, and monitor daily completion of chores
- Facilitate daily meetings
- Mediate and resolve conflicts with good communication skills
- Maintain high and strict standards of morals, ethics, and professionalism
- Obtain/maintain First Aid/CPR certification
- Assist program participants with setting goals and reaching them
- Monitor program participant's participation in school, work, recovery program, meeting attendance, etc.
- Transport new program participants as needed
- Maintain program participants' files and keep them in accordance with the state and ministries expectations

**Minimum Qualifications:**

- Active follower of Jesus Christ
- 5 years of continuous sobriety/clean time and does not currently drink alcohol or use tobacco products; must be active in a program of recovery.
- If the candidate has a criminal record, she must have not experienced incarceration within the last 5 years and be without sexual or violent offenses on her record.
- Insurable and valid driver's license and a criminal background check
- BS, BA, Associates degree or Equivalent Experience Required
- U.S. Citizen

**If interested, please complete the application & church reference found at:**

<http://www.restore634.org/employment-opportunities/>

And email to [restore634@gmail.com](mailto:restore634@gmail.com) or mail to Restore 6:34, Inc. P.O. Box 1112, LaFayette, GA 30728