

*The Hope Clinic*  
*Evening Coordinator (2<sup>nd</sup> Shift)*

**REPORTS TO:** Housing Director

**SUPERVISES:** N/A

**HOURS:** Monday-Friday, 3 PM – 11 PM

**JOB SUMMARY:** The evening coordinator will be responsible for over-seeing the basic needs of the residents during the evening hours and providing a safe environment for all residents and babies. This includes promoting nutritious cooking, regular house cleaning, and proper care of mother and baby. It also includes promoting healthy conversation fellowship, and prayer.

**QUALIFICATIONS**

1. Undergraduate degree in social work, health and human services, nursing or a related field, or equivalent relevant work/life experience.
2. Expresses full agreement with The Hope Clinic’s mission statement, statement of faith, articles of incorporation and by-laws, demonstrating a life consistent with these principles.
3. Is dependable, stable, and capable of following through on commitments, highly skilled in interpersonal communication.
4. Is comfortable implementing plans and programs as designed by the Housing Director, and working with the Housing Director as needed to operate Margie’s Place and help residents achieve their desired goals.
5. Demonstrates a passion for the mission of the Hope Clinic (THC) to offer Christ-like love in a compassionate and responsive manner that values the family and empowers women and their partners to choose life.
6. Maintains a consistent life-affirming philosophy and would never refer or advise a woman to have an abortion.
7. Is firmly committed to keeping all information confidential, especially information related to clients.
8. Must have a valid driver’s license and legal car insurance.

**PRIMARY RESPONSIBILITIES**

**Daily**

1. Make prayer an integral part of the day-to-day operation of the Home. Show Christ’s love in all interactions with clients, staff, donors, service providers and others.
2. Oversee the activities of each resident and of the house in general. Monitor house activities including exits and re-entry of residents throughout the evening.
3. Help with dinner preparations and participate in the evening meal with the residents.

4. Teach an evening group class for the residents. Classes may include faith formation, parenting, healthy relationships, etc. Course materials will be prepared with or by the Housing Director.
5. Provide documentation and detailed notes regarding the shift covered. Communicate any immediate needs to the Housing Manager.
6. Ensure the house is maintained in a clean and orderly manner. Notify the Housing Manager immediately of any issues requiring maintenance or repair.
7. Understand the workings of security and video systems, making sure they are activated properly at the end of the workday.
8. Suggest modifications to house rules and programs to the Housing Director as needed.

### **Quarterly**

1. Attend in-service gatherings, as able.
2. Provide content for quarterly newsletter-- resident stories or information about Margie's Place

### **Yearly**

1. Attend the volunteer appreciation banquet, as able.
2. Support and attend the annual fundraising banquets, as able.
3. Attend professional development opportunities as requested by the ED.

### **Development**

1. Promote the work and goals of Margie's Place in interactions with friends, community groups and church family.
2. Host a table a table at one or both of THC banquets.

### **WAGES, HOURS, AND COMPENSATION**

1. The is an hourly position, working an expected 40 hours per week, with specific hours to be determined by the Housing Director. Additional hours may be required for attendance at in-service and training sessions and attendance at fundraisers. Hours worked in excess of 40 hours in any week will be compensated at 1.5 times the regular hourly rate.
2. Pay frequency is biweekly.
3. Annual performance evaluations will be completed as set forth in the employee handbook.
4. Salary increases will be based on performance, comparison to similar positions as indicated by Heartbeat International salary surveys, and availability of funds.
5. This position is entitled to paid time off for vacation, holidays, and sick days as set forth in the employee handbook.