Resident Supervisor(s)
New Beginnings – A Home for Mothers

Job Description

Position: Resident Supervisor(s) for New Beginnings-A Home for Mothers located in Milwaukee, WI (a not-for-profit organization sponsored by Christian Life Resources located in Richfield, WI). This is a position for an individual or couple looking to live and work closely with the residents at New Beginnings. Potential candidates include: single female college students looking to fulfill internship hours, a single individual or young couple looking to gain experience and save money, or a retired couple/individual.

Responsibilities:

- Live on-site and be on-duty in case of emergency for the residents.
- Assist staff in ensuring the residents are checking in by curfew and that the facility remains a safe, calm environment.
- Lock/unlock the common areas, answer the door, set the lockbox and alarm at night.
- Keep in regular communication with other staff and respond to emails, texts, and calls in a timely manner.
- Help the staff accomplish the objectives of the ministry as well as with organizational projects, cleaning, minor maintenance items, and providing general encouragement to the residents as needed.
- Provide transportation in the event of an emergency.

Hours

- Expected Work Hours:
    - Weeknights from 8pm-8am.
    - RS must be home and can be asleep, but must respond to emergency situations or disturbances if/when they arise.
    - RS's have one weeknight off per week.
    - On Duty every other weekend.
    - With sufficient notice to make scheduling adjustments for the other staff, the Resident Supervisor can take time off from their scheduled "On Duty" hours.

Job Requirements:

- Must possess a love for God, His Word and His people; Preferably accept the doctrine and be in good standing with a congregation in fellowship with the Wisconsin Evangelical Lutheran Synod.

- Must accept the responsibility of being a role model in words and action for the residents at the home.
- Must have the ability to assume responsibilities with a level of discipline which reflects an allegiance to the mission and vision statements of New Beginnings; work well with all other staff at New Beginnings, as well as, other Christian Life Resources' staff members to both receive and serve as an encouragement for each other.
- Must be a great communicator.
- Valid Driver's License.
- High School Diploma.

Special Note: As a general rule, the Resident Supervisor is NOT to provide childcare services or personal transportation for residents except to church, New Beginnings group activities, or in case of emergency. Residents are encouraged to find their own childcare services and to use public transportation.

Benefits:

- A furnished 2-bedroom apartment (located on the premises of New Beginnings).
- All apartment utilities paid including electric, gas, water/sewer, and internet access.
- On-Site Parking.
- Hours worked can be counted toward internship hours for those attending college or graduate school.

For questions, interest, or more info, please contact
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