

## **LAURA'S HOUSE JOB DESCRIPTION**

**JOB TITLE:** House Coordinator  
**REPORTS TO:** Shelter Administrator  
**STATUS:** Non-Exempt  
**LOCATION:** Emergency Shelter

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### **JOB SUMMARY:**

The House Coordinator ensures the safety and security of shelter residents by maintaining the Emergency Shelter facilities. The primary accountability of this position is to ensure a safe, sanitary living environment for shelter residents.

### **JOB DUTIES:**

1. Assists and supports clients with everyday shelter needs including basic needs.
2. Ensure completion of necessary maintenance or repairs to shelter buildings, or equipment.
3. Ensure cleanliness of secured areas e.g. pantry, linen closets, Therapeutic Education Suite, storage cabinets, garage, and storage sheds.
4. Maintain food and household supply; place orders and deliveries as needed.
5. Sort and store donations, grocery, and household items.
6. Assists residents with daily meal preparation.
7. Oversees daily chore completion for each adult resident.
8. Provide orientation, house tour, welcome box, and grad gifts to residents.
9. Coordinate and assign resident laundry schedule.
10. Enforce resident supervision of their children.
11. Implement and enforce a calm, conflict-free residence.
12. Enforce Emergency Shelter policies and procedures.
13. Serve as the site's safety monitor.
14. Provide transportation for residents as needed.
15. Assist with childcare and taking hotline calls as needed.
16. Pick up and drop off client and interoffice mail and coordinate deliveries as needed.
17. Assist with new client check-in and locker assignment as needed.
18. Supervise volunteers within scope of work.
19. Other duties as assigned.

### **ADDITIONAL RESPONSIBILITIES:**

1. Preserve confidentiality of all client, staff, volunteer and agency information.
2. Represent the agency in a positive, professional manner at all times.
3. Maintain appropriate boundaries with clients and other staff.
4. Maintain a tidy, organized work area.
5. Participate in agency functions as a participant or presenter as needed.

**EDUCATION AND EXPERIENCE:**

1. Bachelor's degree in human services or related field or equivalent experience preferred.
2. Facilities maintenance experience preferred.
3. Crisis intervention and/or services for domestic violence survivors preferred.
4. 40-hour domestic violence training as required by law.

**KNOWLEDGE, SKILLS AND ABILITIES:**

1. Bilingual Spanish preferred.
2. Excellent oral and written communication skills.
3. Basic computer skills.
4. Works well independently.
5. Able to coordinate and run a large household.
6. Able to enforce policies and procedures to others in a calm, appropriate manner.
7. Strong role model.
8. Awareness of boundaries.
9. CPR and First Aid.

**JOB QUALIFICATIONS:**

1. Valid driver's license, reliable transportation and appropriate insurance.
2. Finger Printing and TB Test
3. Employee is occasionally required to stand; walk; sit; use hands to finger; handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include: close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

This description reflects the principal functions of the job for the purpose of job evaluation. It should not be construed as a detailed description of all work requirements of the job nor shall be construed as giving exclusive responsibility for every function described.