

# **House Facilitator Job Description**

**Job Title:** In-House Facilitator

**Reports To:** Program Director

## **JOB DESCRIPTION**

Provides community and mission oriented support in the daily operations of Christ in the City.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Maintains a ready knowledge of the Christ in the City mission to share with others.
- Serves as the primary representative of Christ in the City after work hours in the following areas:
  - House Safety
  - Enforcing the Rule of Life
  - Enforcing co-ed boundaries
- Support and shares in the community life of Christ in the City:
  - Present at a minimum of 3 meals per week
  - Present at a minimum of one mass per week
  - Foster a strong community via once a month community adventure outings and drawing in alumni
- Maintains the living space for the missionaries and keeps missionaries accountable for household duties.
- On-call whenever a missionary seeks help, advice and discernment.
- Available during orientation sessions.

## **OTHER DUTIES AND RESPONSIBILITIES**

- Promptly responds to requests for information (received via phone, email, mail or in person).
- Participates effectively as a team member through communication, cooperation, information sharing and problem solving.
- Participates in staff trainings and programs as required, including but not limited to:
  - Weekly Staff Meeting
  - Monthly Staff Development Days
  - Yearly Staff Retreat
- Leading prayer once per week including rosary, stations of the cross, etc.
- Any other tasks or duties as assigned.

## **SUPERVISORY RESPONSIBILITIES**

- Provides oversight and direction to missionaries as well as pertinent information to the Director.
- Create community culture that is consistent with the identified mission, vision, guiding principles, and values of the organization.

## **QUALIFICATIONS**

- Organization skills and effective communication skills both orally and in writing.
- Knowledge of the service population's cultural and socioeconomic characteristics and the appropriate techniques and practices for the client population.
- Ability to interact effectively as a team member and independently.
- Knowledge of the Catholic faith and ability to implement Catholic principles.

- Leading by example, the house facilitator should be devoted and self-disciplined.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to independently analyze household conditions (physical, social and spiritual) and relay this information to the Director.
- Knowledge and Experience in maintenance work.

**Compensation**

16 hours of work per week. This is an Exchange of Service compensation- room & board will be paid for.