

Resident Assistant Job Description

To Apply:

Please send your resume to Director, Erica Bishop, at erica@zerahouse.org or mail to P.O. Box 430 Gary, WV 24836. Please include at least 3 non-familial references, at least one letter of recommendation (more than one letter welcomed), and include a cover letter describing your personal relationship with Jesus and why you think you would be a good fit for the Zera House family.

Contact Us

Street Address

P.O. Box 430 Gary, WV 24836

Email

info@zerahouse.org

Website

www.zerahouse.org

Zera House

Resident Assistant

Description: The Zera House Resident Assistant will be responsible for supporting the House Mom and aiding in the oversight of the daily activities of our residents as they go through their healing journey. In conjunction with the rest of the ZH staff, they will ensure each woman is supported and guided with Biblically sound teaching and that our ladies feel safe, secure, and loved.



Responsibilities

The Resident Assistant is responsible for the following:

- RA functions under the direction of the House Mom and provides all needed assistance to her while on duty.
- Observe each resident on a daily basis. Intervene for each woman through prayer and commit to advocate for her needs.
- Keep concise and accurate case notes on each resident daily.
- Ensure that residents follow all resident guidelines as outlined in the Resident Manual.
- Work to build rapport and foster positive relationships with residents and staff.
- Oversee and manage daily activities.
- Provide transportation for residents when applicable.
- Participate in, and delegate, responsibilities to maintain the cleanliness of the Zera House and the proper care of the Zera House gardens.
- Speak the truth with love when Biblical correction is needed.
- Maintain the safety and security of Zera House residents. Always stay up-to-date on safety procedures.
- Attend all mandatory employee training and staff meetings.
- Be discreet regarding the Zera House location and identity of all residents.
- Maintain a strong, personal relationship with Christ. Be in the Word and in conversation with the Father regularly.
- Required to be on shift Monday through Friday either 12:00pm-8:00pm, 3:00pm-11:00pm or 11:00pm-8:00am.

Qualifications

The ideal candidate:

- A believer and follower of Jesus Christ. This position requires a **woman** with a strong faith, rooted deeply in scripture and consistent prayer.
- Strong organizational skills and time management abilities.
- Ability to lovingly and effectively interact with and love women who have been through extreme trauma.
- Ability to create and maintain an environment conducive to healing and spiritual growth for our residents.
- Passionate about developing relationships and helping women grow in their walk with Jesus.
- Heart for missions.
- Open minded and does not harbor judgments. Must be able to hate the sin but love the sinner.
- Understand how to set healthy boundaries.
- Able to follow orders under pressure and quickly adapt to changing situations.
- Bachelor's degree preferred. Associates degree and/or previous work experience considered.
- Degree or applicable experience in psychology, counseling, social work, education, biblical studies or related field is a plus.
- Any experience with human trafficking, sexual exploitation, trauma, grief, PTSD is a plus.
- Background check required due to the nature of the job and the safety of our residents.

SALARY: *The Resident Assistant's starting annual pay is \$16,000. Beyond this, the employee may raise additional funds as a missionary with Zera House. Housing for staff is available for a monthly rental fee. House Staff are responsible for their own food and transportation when not on shift.*

START DATE: IMMEDIATE