Qualifications:

* Prefer a minimum of high school diploma, GED, 1 year previous experience or be trained through IH intern program.
* Knowledge & Skills: Must be about to perform the job duties listed below
* Experience in crisis intervention and conflict resolution skills. Can be post hire.
* Ability to work in a fast paced, dynamic environment.
* Valid Kentucky driver’s license.
* Reports to: House Manager

As “House Assistant” it will be your responsibility to handle and care for the building, vehicles, and all logistical issues of the clients. As the House Assistant it is required that you fill out all paper and computer programs that involve those issues. These issues consist of –

1. Assist in managing all inside and outside work staff.
2. Assist in managing all drivers and their duties.
3. Assist in overseeing and coordinating any and all inside and outside work:
4. Assist in coordinating all transportation issues/calendar and board:
5. Assist in managing all lrc’s, shepherds and watchmen.
6. Assist in setting up and coordinating walk thru.
7. Assist in overseeing house meeting.
8. Assist in maintaining key distribution, along with walkies.
9. Assist in maintaining all lists.
10. Assist in coordinating all new intake clients.
11. Keep the case and clinical team informed.
12. Assist staff in all drug tests and searches as needed.
13. Be well versed in all policies and rules.
14. Help serve the case team in any urgent capacity needed.

The following will be the expected work duties pertaining to each section.

1. **Assist in managing all inside and outside work staff:**

It will be your responsibility to assist the house manager in all work. Any and all sub contract work set up by the IH. As such you will have a working knowledge of these projects in order to train all staff and/or clients. You will represent the Isaiah House in all acquired work with honesty and integrity. You will assist in maintaining and establishing all current and new relationships with any and all possible sub contract work. You will be responsible for working with the clients to ensure we have all the proper training aids and OSHA regulations and requirements in place on the job site as well as campus.

1. **Assist in managing all drivers and their duties:**

It will be your responsibility to assist in training all hired or volunteer drivers. Secure all proper documentation on all drivers. Schedule all drivers appropriately. You will have to work hand in hand with all case team members in this procedure. You will ensure the starting of all vehicles every day and the daily maintenance of these vehicles. It is imperative in all this that we maintain all integrity in our scheduling and that we are where we are supposed to be when we are supposed to be there. Communication is the key in these areas.

1. **Assist in overseeing and coordinating any and all inside and outside work:**

This includes all inside/outside construction, lawn maintenance, trash p/u and any and all projects such as Fuller House, Habitat, building maintenance, vehicle maintenance, rework and any other projects we acquire. With lawn maintenance and wood cutting you are responsible to keep all equipment safe and in working order. Also, make sure that the lawn is trimmed and maintained as per manager’s instructions. That we have a minimum of 500 ricks of wood ready every October and all equipment and safety items are maintained and worn (this includes chores). Our contract with the county for 400 miles of trash pickup is fulfilled with integrity and according to the counties directives. You will be responsible for scheduling all work as needed to fulfill these tasks.

As to building maintenance it is all inclusive to every aspect of this facility, from electrical, plumbing, heating and air, to painting, roofing and so on. You are responsible to keep all areas in good working order.

If at all possible we will do the work internally managed by the House Manager’s staff. If we cannot do the work you are to call and get the best worker for the best price. You would be responsible for all scheduling of work ensuring its completion. With vehicle maintenance you will be responsible to keep our fleet of vehicles in good working order and gassed.

1. **Assist in coordinating all transportation issues/calendar and board:**

You will integrate with all case and operations team members for any and all scheduling for legal, medical, educational, work and any travel or other issues. You will assist in coordinating and managing all trips from this facility. You will calendar and put to the info board all needed info to facilitate a problem free trip.

1. **Assist in managing all lrc’s, shepherds and watchmen:**

You will assist in the targeting and training of all lrc’s, shepherds and watchmen as per their job requirements. As such you will assist in any and all progress reports and job evaluations. You will hold weekly lrc and shepherd meetings. These meetings will be to inform, encourage, challenge and equip them as in house leaders. As such you are responsible for morning walk, devotion, walkthrough, chores and all other daily events take place on time and are done to our standards.

1. **Assist in setting up and coordinating walkthroughs:**

You will assist in arranging the daily schedule for all 30 minute walkthroughs to be performed every day from 9am until 11pm. You will coordinate with the house and case team in order to facilitate this walkthrough. This includes head counts and safety plans.

1. **Assist in overseeing house meeting:**

You will assist in scheduling and overseeing all house meetings. These meetings are to take place at the call of logistics or house managers weekly. You should be prepared to go over all the pertinent issues of the house. You will also assist in facilitating any and all questions from the clients. If this is your weekend off you should equip the weekend manager with the necessary information to have the scheduled meeting. You should be prepared to bring all issues and/or unanswered questions to the staff team for review. So issues can be dealt with either individually through the week or as a group at the next house meeting.

1. **Assist in maintaining key box & distribution, walkies:**

It will be your responsibility to assist in maintaining the order and distribution of all keys. These keys will be categorized, labeled, distributed and signed for. You will maintain all key accounts in the file for the staff and/or intern, lrc or student. You will follow the strict instruction of your manager on availability of any key. You will also be responsible for the maintenance and distribution of any walkie talkies. As such you will maintain and upkeep any and all paper or computer related files.

1. **Assist in maintaining all lists:**

You will maintain, update and archive all resident roster reports as needed. These reports will be filled out four times per day with all specifics noted. You will be responsible for the maintenance, updates and archival of the dorm list, morning & afternoon work list, chore sheets, etc.

1. **Assist in coordinating all new intake clients:**

It is your responsibility to assist in the acclimation of any new client. You will assign their dorm based upon any physical need, personality fits and/or need. You will introduce yourself to all new clients ASAP.

1. **Keep the case team informed:**

At all Team meetings and also through staff notes keep everyone informed of all pertinent needs or areas of concern. Update all admission system info for your areas, i.e. appointments, dates and times. Whether appointments are kept or not, etc.

1. **Assist staff in all drug tests and searches as needed:**

Either upon entry to the program or for any other reason you may be needed to search and/or drug test any client. As such the House Assistant will have full knowledge of Isaiah House testing and search procedure.

1. **Be well versed in all policies and rules:**

It will be you responsibility to be well versed in any and all Isaiah House rules and policies. You should be ready at all times to correct, rebuke and/or edify any client at any time. Knowing the rules of the program is not an option it is imperative. As stewards over the clients it’s our responsibility to protect them from themselves and ourselves. These rules are written for their protection and ours.

1. **Help serve the case team in any urgent capacity needed:**

Last but not least, you are a part of a team and as such we expect that you would submit to any pressing team need as directed by the Operation, Program or Clinical Director.

As the House Assistant you must be ready to give an instant and accurate answer to any question from either the student and/or staff as to the client’s whereabouts and/or daily appointments. We highly suggest you carry a note pad and use as a cheat sheet for any and all info on any client. The job you do is extremely valuable to the student and his recovery.

Any employee wishing to resign is required to furnish a written notice of such intention addressed to the employee’s immediate supervisor and the Human Resources Department. All employees are entitled to all earned, unpaid salary. All termination pay will be distributed to the employee on the next payday following the termination. This position requires 2 week resignation notice.