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| <b>Title of Position</b> | <i>Esther House Co-Director (Live-In Position)</i> |
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**Supervisor:** Open Door Ministries Program Director

**Hours:** Full Time Position

**Salary:** Salaried, opportunity to raise additional salary available, housing & benefits included

**Housing:** Separate apartment in Esther house (requirement of job to live on site)

**Required Meeting Attendance:**

- Church Attendance: Attend one Open Door Fellowship Service each week for 2 years as a director level staff, (8:30 am, 11:00 am or 4:30 pm)
- Open Door Fellowship quarterly chapel service
- Open Door Ministries staff meetings (one meeting and one training/month)
- Still Waters Housing weekly meetings (SWH Team and PMT)

### **Job purpose**

The purpose of the Esther House Director position is to oversee Esther House, a home for single women without children who need housing and desire to rebuild their lives on a Christian foundation. Many of these women are coming out of prostitution or the sex for sale industry. The Co-Director will be assisting these women who are working on job skills, employment and educational issues, spiritual growth issues, legal issues, etc. Esther House is under the umbrella of Still Waters Housing, a part of Open Door Ministries in Denver, CO which is an inner city ministry that works with clients of all races and economic backgrounds.

### **Qualifications**

- Familiar with Microsoft Office
- Bachelor's degree in related field or higher education preferred
- This is a full time ministry position. We ask that you are not currently engaged in degree seeking education or part-time work while you serve as a house director
- Ability to facilitate discipleship through individual and group Bible study
- Previous residential experience, and/or training in addictions and mental health issues are a plus

### **Duties and responsibilities**

- Share "on duty" time with other staff and volunteers to provide 24-hour coverage for the house. This includes approximately 3 evenings per week and one weekend every other month.
- Help residents become part of our community.
- Meet with each assigned resident weekly to review goals and progress; keep an updated personal goal plan for each resident
- Be engaged in the process of leadership development with residents
- Oversee medication management for residents
- Drug test residents as needed
- Model responsible standards regarding work, dating, other relationships, finances, and personal conduct
- Attend dinner with the residents when on duty
- Be available to residents for emotional support
- Frequently manage and facilitate crisis intervention and conflict resolution
- Coordinate with other community organizations in finding and placing residents
- Help with resident informational meetings, interviews and selection process

- Coordinate with counselors, mental health workers, probation officers, etc. as needed for each resident
- Keep appropriate records on residents
- Keep an updated handbook for residents which outlines privileges and responsibilities
- Work together with the Esther House Co-Director and the Still Waters Housing team to schedule and plan weekly responsibilities and events
- With volunteers and residents, maintain the garden/yard of the house (water garden, weed, shovel snow, etc.)
- With volunteers and residents, keep the house in good condition, (delegate cooking, chores, and house maintenance.)
- Oversee purchase of groceries and Food Bank trips monthly, track the budget and watch spending
- Coordinate and receive donations
- Prepare and submit monthly ministry reports, provide statistics and outcomes, perform various administrative duties
- Oversee and recruit volunteers and interns, leading in a way that helps them grow and utilize the gifts God has given them.
- Look out for and protect the spiritual, emotional, and physical health of the other staff, volunteers and interns
- Inter-personal problems should be handled according to Matthew 18. Ministry problems should be talked through with the staff, and then brought to the ODM Program Director or the Program Management Team if no resolution can be obtained.
- Work with the Executive Director of ODM as needed in the overall fund raising efforts
- Visit supporting churches and contact individuals when appropriate
- You will be expected to work some holidays and be on a rotation with other staff to work major holidays

### **Intangibles**

- Lead in being a heartfelt team member of the Open Door Ministries staff
- Show evidence of a daily walk with Christ
- Cover those in your area of leadership in prayer
- Show respect for the leadership and members of Open Door Fellowship Church
- Exhibit professionalism and integrity
- Commitment to excellence as one of the public faces of the ministry

### **Work Environment and Physical Demands**

- Work environment is indoors with some outside activity
- This job involves sitting, standing, walking and climbing stairs
- This job involves lifting up to 10 pounds