



Job Description: Housing Program Assistant

Department: Housing Services

Reports to: Operations Director

Positions: 2 part-time staff

Pay Range Recommendation: \$18–\$21/hour

Position Summary

The Housing Program Assistant provides evening and weekend coverage for Kingdom Builders Family Life Center's housing program, including safehouses and transitional housing. This role ensures staff presence on-site, conducts inspections, facilitates house meetings, and supports program accountability. The Assistant enforces housing rules, supports guests during check-ins/check-outs, and documents all housing-related activities.

Key Responsibilities

Guest Support & Monitoring

- Maintain on-site presence at the safehouse during assigned shifts.
- Complete guest check-ins (reviewing housing agreements, rules, and policies).
- Facilitate check-outs (room inspection, ensuring cleanliness, furniture reset, key return).
- Support guests in understanding and following house rules and quiet hours.

Inspections & Oversight

- Conduct daily safehouse inspections for cleanliness and safety.
- Perform weekly scheduled inspections of transitional homes.
- Document findings and submit reports to the Operations Director.

House Meetings & Communication

- Facilitate weekly safehouse house meetings with residents.
- Communicate updates, reinforce expectations, and collect guest feedback.

- Document attendance and meeting notes.

Policy Enforcement & Issue Response

- Enforce all housing rules and policies fairly and consistently.
- Respond to after-hours and weekend housing issues.
- Submit written incident reports for all rule violations or emergencies.

Administrative & Reporting

- Maintain accurate records of inspections, meetings, and incidents.
- Submit shift logs and weekly reports to the Operations Director.
- Communicate with other staff as needed to address guest needs.

Additional Duties

- Provide crisis support in coordination with advocates if emergencies arise.
- Ensure all common areas are orderly and maintained.
- Participate in housing team meetings and training sessions.

Schedule

- **Monday–Friday:**
 - Shift 1: 2:00–6:00 p.m. (4 hours)
 - Shift 2: 6:00–10:00 p.m. (4 hours)
- **Saturday–Sunday:**
 - Shift 1: 9:00 a.m.–1:00 p.m. (4 hours)
 - Shift 2: 5:00–9:00 p.m. (4 hours)

👉 **Total Hours:** 56 per week (split between 2 staff = ~28 hrs each).

Compensation & Benefits

- **Hourly Pay:** \$18–\$21/hour (based on qualifications and experience).
- **Mileage Reimbursement:** \$0.59/mile for offsite inspections or housing responses.
- **Cell Phone Stipend:** \$50/month.