

Women's Refuge of Vero Beach, a non-profit, is looking for a dedicated House Manager for a Christ centered Live-In Program

Seeking an energetic Christian woman to oversee daily operations and care of our live-in program. Responsible to ensure compliance with policies and procedures, and supports a safe, structured, and compassionate environment for female residents.

Duties and Responsibilities:

1. **Resident Care:** Monitors residents' physical and emotional well-being and enforces program guidelines, coordinates work assignments, supports distressed residents.
2. **Communication:** Reports to the Director of Counseling, attends weekly staff meetings and submits reports to counselors and office staff.
3. **House Managing:** Oversees daily living standards and facility upkeep, manages shopping, meals and pantry supplies, assigns and monitors chores, maintains furnishings and supplies, and reports maintenance needs.
4. **Ministry Support:** Attends required meetings, helps support and prepare for events on and off campus, leads daily prayers, supervises assigned interns, and performs other duties assigned by leadership.
5. **Training:** Trains Relief and Night House Managers and keeps House Manager handbooks current.

Knowledge, Skills and Other Abilities:

- A mature and growing relationship with Jesus Christ.
- Strong verbal, written, interpersonal, and negotiation skills.
- Compassionate leadership, sound judgment, and attention to detail.
- Strong organization, time management, analytical, and problem-solving abilities.
- Ability to prioritize, delegate, and use Microsoft Office or similar software.

Physical Demands:

This role requires standing, walking, sitting, using hands and arms, talking, hearing, and occasionally lifting up to 20 pounds. Hours are Monday through Friday, 8:00 a.m. to 5:00 p.m.

Please contact dludwig@womensrefugevb.org with resume.