


## Day House Manager

Women's Refuge of Vero Beach | Vero Beach, Florida
Schedule: Monday–Friday, 8:00 a.m.–5:00 p.m.

## Make a Meaningful Difference

Women's Refuge of Vero Beach, a nonprofit Christian ministry, is seeking a compassionate, dedicated Christian woman to serve as **House Manager** for our live-in program for women ages 18 and older. Join a caring team committed to creating a safe, structured, Christ-centered environment where women can experience hope, healing, and personal growth.

## About the Role

The House Manager oversees daily household operations, supports residents' well-being, and helps ensure that program policies and procedures are followed with consistency and compassion. This position reports to the Director of Counseling.

## Key Responsibilities

- Monitor residents' physical and emotional well-being, support those experiencing distress, and uphold program guidelines.
- Coordinate resident work assignments, household chores, shopping, meals, and pantry supplies.
- Maintain household living standards, furnishings, and supplies, and report maintenance needs.
- Attend weekly staff meetings and provide timely reports to counselors and office staff.
- Lead daily prayer and assist with ministry meetings and on- and off-campus events.
- Train Relief and Night House Managers, supervise assigned interns, and maintain House Manager handbooks.
- Perform other duties assigned by the Director of Counseling.

## Qualifications

- A mature and growing relationship with Jesus Christ.
- A bachelor's degree in social work, psychology, counseling, human services, ministry, or a related field preferred.
- Experience in residential care preferred.
- Compassionate leadership, sound judgment, and strong interpersonal and communication skills.
- Strong organizational, time-management, and problem-solving abilities.
- Ability to prioritize, delegate, and use Microsoft Office or similar software.

## Physical Requirements

The role involves standing, walking, sitting, using hands and arms, communicating verbally, hearing, and occasionally lifting up to 20 pounds.

## How to Apply

Please send your résumé to dludwig@womensrefugevb.org. We look forward to connecting with candidates who share our heart for Christ-centered care and service.