



House Manager Job Description

Embrace is a 501c3 nonprofit ministry founded and based in McKinney, TX. Our mission is connecting willing hands with opportunities to serve children in foster, adoptive and kinship care. Our vision is a loving, stable home for every child. What started as a grass-roots effort to serve foster and adoptive families through the local church has grown into a thriving ministry that will serve nearly 1,000 children this year through direct and indirect services. In April of 2022 we will move to a new location in Downtown McKinney, and open our doors to directly care for children.

Collin House is a short-term residential program provided by Embrace to house children in foster care without placement. The children and teens served by Collin House arrive from a variety of unsafe or traumatic situations. Some may even arrive directly from inpatient psychiatric services or from foster placements that have broken down. Our top priority is the eventual placement of children in the love and stability of a forever family. Children in the whirlwind of loss, grief, and trauma need stability and time to heal before successful placement in a family can take place. Collin House creates an intentional pause in the placement process to diffuse the emergency mind-set, and make more intentional placement decisions. Success of this initial placement can change the trajectory of a child's life. Volunteers from local congregations commit to be a part of the Collin House "family" by preparing meals with children, helping with schoolwork, aiding with college or work applications, and leading enrichment/holiday activities. Children attend local public schools and are supervised by Child Protective Services staff.



COLLIN HOUSE

The Collin House Manager is a dynamic, energetic, self-driven individual passionate about creating a safer community for children. He/She should be an excellent communicator who can build and nurture relationships with CPS staff, volunteers, vendors, and community partners. The House Manager should be detailed oriented and capable of assessing physical and organizational needs of Collin House. Most importantly, the House Manager has a genuine desire to be part of a dynamic ministry team making a difference in the lives of vulnerable children according to the Biblical mandate of James 1:27. Whether taking inventory of the pantry or welcoming new volunteers, Embrace's corporate system of goal setting and accountability helps us see the Kingdom impact of tasks both small and large.

Administrative Assistant Responsibilities:

- Manage intake procedures for residents.
- Routinely inspect the property and interact with clients and caregivers.
- Maintain tracking demographics for Collin House.
- Coordinate meals and work with volunteers to schedule delivery.
- Maintain cleanliness/order of Collin House and manage maintenance/repair needs.
- Recruit, train, and coordinate volunteers to serve in variety of capacities.
- Communicate with CPS on activities, outings, volunteers, residents, etc. related to Collin House.
- Partner with Embrace Program staff to plan and coordinate in-house activities and outings for Collin House residents.
- Help plan and execute volunteer appreciation gifts and gestures.
- Determine, maintain, and alter procedural best practices and supply inventory based on the needs and best interest of Collin House residents.
- Available for new residents or emergency repairs that may arise outside of scheduled work hours.

"Excellence in all things, and all things to the glory of God"

Administrative Assistant Requirements:

- Minimum of High School Diploma or GED, with some college, Associate's Degree, or Bachelor's preferred
- Prior administrative and/or managerial experience preferred
- Excellent computer skills (word processing, Mac IOS, spreadsheets, Google Workspace applications)
- Ability to utilize staircase, stand for long periods of time, bend and lift items up to 15 lbs. regularly and occasionally up to 30 lbs.
- Reliable transportation
- Attention to detail and organizational skills
- Ability to juggle multiple projects with superb accuracy
- Desire to be proactive and create a positive experience for others
- Affirmation of Embrace's Statement of Faith
- Willingness to embrace and exemplify organization Core Values (see below)
- Personal residence in proximity to property preferred.

Work Schedule:

This position requires someone with the ability to manage a schedule that shifts from week to week based on the needs of the residents and level of intakes. Around 80% of the duties for the position should fall in regularly scheduled hours. 20% may arise with very little advanced notice and take place during evenings or weekends. Hours may also fluctuate from week to week, but typically average 15 hours per week.

Compensation:

- \$16 - \$20/hour, commensurate on experience (averaging 15 hours per week)
- \$50/mo in supplemental insurance coverage through Aflac
- Mileage and cell phone reimbursement

To Apply:

Please send your resume and cover letter to maryh@embracetexas.org