

## Program Support

Written by House of Hope green bay

Friday, 23 January 2015 18:49 - Last Updated Saturday, 24 January 2015 11:01

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GREEN BAY - Job Opportunities exist at the HOUSE OF HOPE GREEN BAY, INC. for Program Support workers.

### PROGRAM SUPPORT POSITION OPENINGS

#### SHIFTS AVAILABLE (6):

- Weekdays & every other weekend, 4-10pm, approx. 18-29 hrs/week – 2 positions
- Weekdays & every other weekend, 10pm-8am, 38-42 hrs/week – 1 position
- Part-time overnight shift, days vary, 10pm-8am 10-20 hrs/week – 1 position
- On call staff, 4-10 pm or 10pm -8am, days vary, 0-29 hrs/week – 2 positions

LOCATION: House of Hope, 1660 Christiana Street, Green Bay, WI 54303, 920.884.6740

#### EDUCATION AND EXPERIENCE/SKILLS/REQUIREMENTS:

High school diploma required; undergraduate degree and/or direct experience in Social Work, Psychology, Human Services, Human Development or related field beneficial. Appropriate interpersonal communication skills in working with a diverse clientele. Ability to work effectively with others as part of a team. Ability to maintain flexible work hours. Ability to work

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independently and make sound decisions regarding the safety of others. Must have a valid driver's license for the State of Wisconsin.

### BASIC FUNCTIONS:

The Program Support position is responsible for the supervision and care of the residents and children at the House of Hope. The ideal candidate will have passion and enthusiasm for working with people and helping others to succeed.

### DUTIES AND RESPONSIBILITIES:

#### Residential Supervision and Education

1. Above all, treat residents with dignity.
2. Assist and mentor residents, as required, in proper childcare and rearing.
3. Provide a positive role model from which residents can grow and develop.
4. Relate to residents in a supportive manner at all times.
5. Provide care for infants and children as necessary.
6. Instruct and guide residents regarding life skills and residential policies.

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7. Strive to increase residents' self-esteem, education, employability, parenting skills.
8. Participate in implementation of resident case plans.
9. Provide resident intake interviews, program orientation, and crisis intervention.

## **House Management**

1. Assist, guide and mentor residents regarding chores and meal preparation.
2. Perform required maintenance and cleaning tasks of the facility.

## **Program Administration**

1. Add value and inspiration to the team by sharing your ideas and experience.
2. Implement house routine as designated in the Program Manual.
3. Maintain required records and logs for each resident and family unit.
4. Attend staff meetings and in-service trainings.
5. Carry out all other duties and programs as assigned with patience and a caring attitude.

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To Apply:

Send e-mail to [Shannon.Wienandt@HouseofHopeGB.org](mailto:Shannon.Wienandt@HouseofHopeGB.org)

or

Mail resume to House of Hope, 1660 Christiana Street, Green Bay, WI 54303