

**Miracle Hill Ministries**  
**Internal Job Posting**

Date: July 12, 2017

Job Posting: PT Resident Assistant

Location: Miracle Hill Renewal Center, Greenville, SC

FLSA: Hourly/ Non-Exempt

Reports to: Director, Renewal Center

Date Job Available: Immediately

Job Posting # 3075-4

Basic Job Description:

**Summary / Purpose of Position:** Maintains and promote a healthy, nurturing Christian environment conducive to recovery and spiritual growth by sharing the Gospel and providing Guest Support services and overnight facility supervision.

**Essential Duties and Responsibilities: Include the following; other duties may be assigned to meet the program needs**

- Serve Guests residing in the facility
- Responds appropriately to emergencies
- Provides access to Guest medications
- Maintains written materials necessary for the orderly provision of services
- Insures compliance with resident guidelines, policies and procedures
- Interacts with Guests by providing encouragement and support
- Transport Guests to church and other program related activities
- Attends staff and supervisory meetings as agreed upon when hired
- Performs specified daily household tasks
- Inventories and fill housekeeping supplies
- Performs room inspection for cleanliness and contraband
- Perform special assignments when needed as directed by Program Staff
- Performs random drug screenings and maintain urinalysis log
- Performs limited duties for transitional Guests as directed
- Complete shift checklist and place in Director's box weekly
- Maintains positive working relationships with Guests, Staff, Volunteers and Referring agencies

**Supervisory Responsibilities:**

- Supervises residents in the performance of household chores and meal prep
- Supervises residents in recreational and other program related activities

**Qualifications:**

- Education or equivalent experience: HS Diploma
- Years of experience: Minimum 2 years experience in direct client relations and supervision
- Specialized training required: Knowledge with computer programs
- License/Certification: Valid SC Driver's License with a clean record
- Other: If applicant is in recovery a minimum of 3 years clean and sober required

**Religious:**

- Be Christian by biblical definition, with faith in the Lord Jesus Christ as expressed by a personal testimony and continued Christian conduct
- Agree without reservation with the doctrinal statement of the ministry
- Be an active participant in a protestant church
- Exhibit a genuine concern for the salvation of souls and spiritual welfare of all served by the ministry

Demonstrate spiritual maturity commensurate with the requirements of your position

If interested in the above position, please log on to [www.miraclehill.org](http://www.miraclehill.org) to complete the online employment application.