

Catalyst Ministries Resident Assistant Job Description

Updated 2/3/24

About Catalyst Ministries

Catalyst Ministries is searching for a caring, Christ-centered woman to join their Catalyst Farms (CF) Direct Care Team, the core team serving survivors of human trafficking, exploitation or severe abuse. We are a faith-based organization functioning from biblically-based principles and prayer. Cultivating a team-environment is essential to us and our goal is to rally our local communities to ensure survivors of human trafficking are given a new chance to live the life God intends for them.

About the Role

The Resident Assistant is an essential role in the success of residents within Catalyst Farms long term restorative program. By being there every night, except for when on leave, this role offers the residents the peace of mind knowing there is someone in the home there for them in case of emergency or to support them after a difficult day. This role is supported by the rest of the Program Team and is only responsible for the residents during the night time hours. The Resident Assistant is provided with their own bedroom and bathroom as well as a \$600 monthly stipend. It is a good opportunity for someone looking to serve and gain experience with this population, as well as to still work a full time job or to work towards their degree at the same time.

Location: Bloomington, Illinois

Reports to: Program Director

Pay: Free housing and \$600 monthly stipend

Hours: Overnight, 8:00 pm. - 8:00 a.m.

Role - Resident Assistant

- Serve as a member of the Catalyst Farms (CF) Program Team & Admissions Team which reviews all intakes/applications to the CF program
- This is a live-in position where housing is provided and a stipend is given monthly.
 - The Resident Assistant hours are, at a minimum, 8:00 p.m. and 8:00 a.m., daily, being available to the residents as needed.
- Flexibility with schedule is considered when discussed in advance.
- Adherence to the Catalyst Mission and Vision as a unified member of the Program and overall Team
- Serves as a point person to activate the emergency response plan, if needed. ● Enforcement of house rules and security expectations
- Makes plans for at least one scheduled dinner per week with residents, assisting residents with meal prep and dining as a community.

- Reports any maintenance concerns
- Meets weekly with Farm Team, Program Coordinator and/or CF Director for staffing, debriefing and ongoing training.

Skills and Abilities

- Strong communication skills - must be able to communicate with all types of people, contributing to a cohesive living community, where residents feel cared for and valued
- Team Player – ability to work closely with CF leadership, contributing to a unified team
- Character – serve as a good role model
- Boundaries - ability to maintain healthy physical and social boundaries with the resident

Education and Experience

- Preferred candidate will have prior human services or related experience
- Candidates for live-in position must be female

Interview Process

1. Resume submission
2. Interview
3. Background check

Benefits:

- Housing
- Two weeks vacation
- One weekend off per month
- Ongoing professional training
- Dynamic community life
- Quarterly mentorship and supervision meetings

To apply: Please email resume and cover letter to humanresources@catalystministries.net