**The Damascus House for Men House Manager**

Canyon Hills Community Church

Bothell, Washington

Canyon Hills Community Church is a thriving church community located in the suburbs of Seattle. Planted 25 years ago, the church has grown to more than 4000 weekly worshipers on its Bothell campus. In addition, Canyon Hills reaches beyond the local community and extends to over 25 countries worldwide through its flourishing global partnerships. Your future colleagues will inspire and challenge you to use your gifts to further the CHCC mission of “making more and better disciples of Jesus Christ.” Community, creativity, and collaboration are at the heart of the workplace at Canyon Hills. Are you interested in making an impact with the good news of the gospel? Join us.

**The role at a glance:**

Congratulations, you have successfully completed the Damascus House for Men program. This comes with a variety of opportunities. For those who choose to not immediately return home or re-enter the work force, we extend offers to qualifying men to apply to serve as House Manager. We have seen God work in your heart and mind to bring about transformation. Because of the positive changes we have witnessed in you, you have been chosen by the director (s) to apply for this position. The House Manager directly reports to the Director. This is a 6-month, 24-hour availability, live-in position with the primary responsibility to maintain a godly, safe, secure home environment for the program occupants while carrying out the goal of Canyon Hills: to make more and better disciples of Christ. Of highest importance, is someone who loves Jesus Christ and has a thriving relationship with him. Additionally, we are looking for someone who has strong interpersonal and conflict management skills, experience in addiction ministry, upholds a high degree of professionalism, organization, and confidentiality with a heart to see God's Word change the lives of men struggling with life enslaving sin.

**Why this role is important to Canyon Hills:**

The Damascus House for Men follows a heart-focused discipleship model that teaches men who are involved in life-enslaving sin how to truly live a Christlike life that brings honor and glory to God. Through working closely under the supervision of the Damascus House Ministries Executive Director and the Damascus House for Men Assistant Director, the House Manager will oversee all parts of the daily activities and running of the house by organizing both large and small details. This role engages all the program occupants in conversations and activities in compliance with the daily schedule as he manages the running of the household and program occupants in striving to implement the mission of Canyon Hills Community Church and the Damascus House Ministry. The House Manager will personally interact with the men in the house to gauge progress and responsiveness of the heart to give the Executive and Assistant Directors a better understanding of what the program occupants are like outside the counseling office.

**In your new role, you will:**

* Support the Senior Pastor in carrying out the mission and vision of the church through the Damascus House Ministries
* Support the Executive Director and Assistant Director in overseeing the program occupants’ compliance with the set daily schedule and activities
* Engage all program occupants in conversations edifying to the Lord
* Ensure the rules of the Damascus House for Men are followed by all occupants
* Report any violations of conduct or breaking of rules in a timely manner
* Observe and report any unusual behavior, suspected drug use, or potential areas of conflict between occupants
* Ensure the program occupants have the Items they need (I.e., linens, hygiene products, clean clothes, work boots, gloves etc.)
* Drug test men when required
* Check all homework assignments of program occupants for completion
* Monitor program occupants’ rooms for cleanliness
* Assign household and yard chores to program occupants
* Teach and model biblical conflict resolution between occupants
* Maintain inventory of household supplies
* Prepare bedrooms for new program occupants entering the house
* Facilitate weekly house meetings
* Assist In monitoring the house and property to protect from damage and or theft and schedule maintenance and repairs
* Collect all monies and receipts for processing
* Coordinate travel for medical and court needs of the program occupants
* Work cooperatively alongside the Assistant Director
* Other duties as assigned by Executive or Assistant Directors

**What you will need to succeed:**

* A growing relationship with Jesus.
* A passion and heart for the ministry of the Damascus House for Men
* 6-12 months free of any substance abuse
* Organization and project management skills
* Strong interpersonal managerial skills, ability to provide input and feedback, and positive attitude in interfacing with the program occupants
* Wisdom in decision making
* Theological alignment with CHCC
* Commitment to the mission and purposes of CHCC
* Strong ability to handle confidential information
* Able to lead men of all ages and walks of life
* Excellent work ethic with attention to detail and ability to multi-task
* High School Diploma or GED
* CPR certification upon employment
* Ability to perform manual labor and lift 50lbs

**Why choose Canyon Hills?**

We believe a church should be one of the best places to work, where staff love their jobs, enjoy their teammates, and maximize their gifts for effective ministry. In addition, we believe the church should take care of their employees through competitive salaries and comprehensive benefits. Canyon Hills staff are well loved and cared for through compensation, healthcare (including dental and vision), health savings account, (HAS), generous retirement match, and life insurance. We also offer unique professional development opportunities, opportunities to travel globally for missions, and resources to help you love your work and develop your gifts and abilities.

* Planted in 1995, Canyon Hills has grown to be one of the largest church communities in the greater Seattle area with over 4000 weekly worshipers.
* Through the generous support of Canyon Hills, 27 Global partners take the mission of making more and better disciples around the world
* The local community is shown the love of Jesus through the compassionate ministry of the Canyon Hills Food Bank
* More than 2000 members participate in one of 190 Life Groups offered for community and Christian growth.
* The Canyon Hills Counseling ministry is certified through the Association of Christian Biblical Counselors and offers hope through individual counseling sessions and support groups (we call them Hope Groups).
* College level courses are offered throughout the year through the Canyon Hills School of Discipleship, challenging members to go deeper in their faith.
* Canyon Hills Worship not only provides passionate weekly worship experiences but, through Dream Records (a subsidiary of Capitol Records) provides recordings for the church to worship with throughout the year
* Excellent ministry provided for children and students draws many to the Canyon Hills family.

**Our Staff Core Values:**

More than words on a page, our staff values drive our actions and impact every level of our practice. We’re building a work culture that allows our staff to use their gifts for the glory of God and the mission of Canyon Hills Community Church.

* **God-Glorifying, Gospel-Centered, and Biblically-Sound Ministry:** We are a local expression of the bride of Christ with one mission: to make more and better disciples of Jesus.
* **Crazy Care:** We recognize that love is proof of our discipleship and so we are committed to over-the-top love and care for people.
* **Crushing-it Excellence:** We don’t do our work for ourselves or for others, we do it to glorify God. If there was ever a place to “crush-it”, this is it!
* **Ridiculously Responsive:** The best way we can demonstrate to others that they are important and matter to us, is to be ridiculously responsive in our response to fellow staff, church members, or others.
* **Unreal Teamwork:** We are all in this together, and while we all have our individual jobs, we will come alongside and support one another whenever possible.
* **Freedom to Fail:** We recognize that not every idea is a good one, and sometimes you don’t know until you try. We have a culture where everyone is growing, thriving, and learning from their mistakes.
* **Over-the-Top Communication:** We realize that ministry is much more effective when there is clear communication. We make it a priority to clearly communicate with staff, volunteers, and our church family.
* **Contagious Fun:** While we are here to work hard and accomplish all that God has called us to do, we want to have a great time doing it by making the work environment enjoyable