

House of Hope

Residential Co-ordinator's

"Day-To-Day" Duties

1. The coordinator will meet with the residents on a regular basis to monitor their schedule – ie. Priorities given to education, job search, meetings, volunteering, personal devotions, personal growth activities, etc. (all within the house policies and guidelines). The basic principle is to “catch them being good” by affirming all the good growth, even desired good growth and asking both verbally and through the schedule planner what that person is going to do short term and long term. Follow up on the stated/written plans to find out what worked, what the barriers were if there were problems and what new strategies will be used to “get the job done” this time. This is done informally with a “daily chat” and on a weekly basis with a schedule planner. In time with compliance by the resident, this can be done again by simple verbal reporting.
2. For those residents looking for work, the coordinator will facilitate the passing along of job leads etc. from the prepared weekly listings and other community connection information
3. Regular times of fellowship with the residents (as outlined in the relationship building description) throughout the week just to be together to share together – can be simply watching television or playing a game of cards together or conversation over coffee
4. A schedule of daily devotions with the residents at least 2 or 3 times a week other than the support group meeting. The content should be simply and easily brought into life experiences of the residents
5. Eating together a minimum of a couple times a week. Residents rotate meal preparation responsibilities. It's good to have the co-ordinator cook one meal for the residents each week as a model of meal planning and servant spirit. It can be lunches or dinners or a Sunday evening meal or whatever, but it's important that people see one another's face and share together in these “family” ways on a regular basis.
6. Facilitating meal preparation with menu ideas, recipes, and food preparation training as needed.
7. Care for household maintenance and upkeep – residents need to keep rooms neat daily (before leaving the house) and common areas including the outside jobs that need doing like the yard work etc.
8. Shopping – The co-ordinator receives a small financial “float” for food and households and then on a weekly or bi-weekly basis submits receipts and is written a cheque to reimburse. The co-ordinator will receive a card to the Superstore Warehouse. We try to meet the food preferences of residents within a certain set of guidelines of basic food purchases. If residents want other food or more specialized food it needs to be personally purchased. Co-ordination for purchasing with the food co-op and other houses facilitates economizing. Check with the Program Director for a general list of food purchases. Sometimes there's a need to set a maximum limit on a particular type of food item and the residents needs to plan and share that food in a balanced way throughout the week (ie. milk consumption). A number of items can be purchased in bulk and stored in the freezer.

Some foods are donated to Partners in Hope and those donated items should be used rather than other foods purchased (bread and baked goods, etc.)
9. The coordinator will collect rent at the end of the month. If there is demonstrated difficulty with a resident holding money for the rent from a paycheck, the coordinator we work with that person to retain part of each paycheck and hold it on account towards their monthly rent.
10. The coordinator is responsible to monitor various practices such as chores, curfews, television viewing (both times, amount, and content), networking with mentoring and peer persons, and relationships with members of the opposite sex