



## JOB DESCRIPTION

<b>Job Title:</b> House Shepherd: Evening and Weekend	<b>Department:</b> Next Story
<b>Reports to:</b> Director of Next Story	<b>Job status:</b> Exempt

### JOB SUMMARY

The House Shepherd will maintain a physical presence for men living at Next Story transitional home until they transition into stable employment and housing. The Shepherd will maintain residence in one of the designated House Shepherd rooms and spend each night there, including weekend nights, unless alternate coverage is arranged and approved by the Director of Next Story. The Shepherd will provide general oversight of the evening and weekend operations designed to support clients as they begin working and participating in intervention activities provided through HopeWorks programming.

Reporting to the Director of Next Story, the House Shepherd will provide timely information and updates of each resident to the Director on a regular basis. The House Shepherd will be part of the Intervention team, assuring that clients at Next Story are following the programming schedule as outlined for the individual client and client group as a whole.

The House Shepherd should model HopeWorks values and ethics central to the HopeWorks mission of "Hope in Christ". To be effective in this position, one must be caring, empathetic, conscientious, confidential, culturally sensitive, and client centered. This individual should adhere to professional standards as outlined by rules and regulations governing their profession.

### Daily Functions and Responsibilities

- Act as the point of contact and liaison with each resident at Next Story.
- Serve as emergency contact, communicating with the Director of Next Story in the event of an emergency at the Next Story facility.
- Monitor the Next Story facility for adherence to security, maintaining peace and ensuring compliance with safety rules and curfew regulations.
- Help ensure the house and property are clean and well maintained.
- Welcome and admit the programming volunteers when they arrive each evening.
- Conduct nightly checks to ensure all residents are accounted for, contact residents who are late, and report any missing residents to the Director.
- Address resident concerns when possible. When this is not possible, share concerns with the Director, especially drug/alcohol use and violent behavior.
- Other duties as requested.

### Resident Support and Care

- Provide companionship to all residents, offering emotional and spiritual encouragement.
- Coordinate drug screening for residents as required.
- Implement first level of discipline as needed with residents, documenting, and communicating with the Director of Next Story.
- Complete administrative tasks as required.

- Participate in provided annual de-escalation techniques and crisis response training specific to Next Story’s safety and missional standards to effectively manage and resolve challenging behaviors, ensuring a safe environment for all residents and guests of Next Story.
- Assist and demonstrate resilience and strong emotional boundaries to manage high stress situations and exposure to participants’ personal challenges while maintaining professional conduct.
- Act as a liaison for each client with the Intervention team as needed to coordinate resources necessary for successful client reentry.

**Optional Duties**

- Attend HopeWorks worship gatherings on Sunday evening.
- Attend HopeWorks resident programming each evening.

**Compensation**

Compensation for this position is in the form of a monthly stipend plus free housing. The House Shepherd must work another job Monday - Friday during daytime work hours.

EDUCATION & RELATED WORK EXPERIENCE	
<b>Education and Life Experience</b>	
Bachelor’s degree preferred Individuals in “Recovery” with demonstrated success are welcome to apply Prior Justice Involved individuals are welcome to apply	
<b>Years Related Work Experience:</b>	

REQUIRED SKILLS AND KNOWLEDGE		
	REQUIRED	PREFERRED
Strong Leadership Skills	X	
Experience working with a team to achieve outcomes	X	
A strong command of computer skills (G-Suite, Google Classroom, ZOOM, MS Word, Excel, and PowerPoint) is required	X	
Meticulous attention to recording and reporting accurate records/ data	X	
A strong, proven ability to analyze data and convert findings for reports	X	
Strong organizational and time management skills	X	
Excellent demonstrated written and verbal skills, reports and presentation creation in power point or related software.	X	
Able to travel to site locations including correctional facilities.	X	
Ability to work with staff across multiple departments	X	
Excellent interpersonal skills demonstrating an ability to establish a positive	X	

relationship with staff, community volunteers, donors, etc.		
Demonstrated ability to meet deadlines	X	
Demonstrated ability to work under pressure	X	
Must be able to answer multiple demands from multiple directions simultaneously in a strength-based manner.	X	
Able to prioritize matters of significance, and make decisions accordingly	X	
Deal with confidential information daily and must respect the nature of the data.	X	

<b>WORK ENVIRONMENT/PHYSICAL REQUIREMENTS</b>
Able to Remain in a stationary position, often standing or sitting for prolonged periods. Able to work with distracting noise levels, such as from students and office equipment. Willing to work inside one or more correctional facilities.

The above statements reflect the general duties, responsibilities and competencies considered necessary to perform the essential duties & responsibilities of the job and should not be considered as a detailed description of all the work requirements of the position. HopeWorks may change the specific job duties with or without prior notice based on the needs of the organization.

<b>ACKNOWLEDGEMENTS</b>	
<b>Creation Date:</b> 2-11-2026	<b>Revision Date:</b>
<b>Supervisor:</b> I have approved this job description and reviewed it with my employee.	
Signature: _____	Date: _____
<b>Employee:</b>	
Name (Print) _____	
I have reviewed this job description with my supervisor and acknowledge receipt.	
Signature: _____	Date: _____
<b>Human Resources:</b>	
Signature: _____	Date: _____

