



## House Coverage Assistant

### Our Mission:

At *In My Shoes*, through our Core Values of Dignity, Humility, and Grit, we provide a safe, welcoming community for women who are pregnant and homeless or at risk of homelessness. We have become a leading organization in this space in DFW. The ideal candidate must be passionate about our mission.

### General Responsibilities:

- Provide house coverage by being present in the house, answering the doorbell and business phone line, receiving donations, and directing the residents with questions as needed
- Assist in operational duties within the house, such as:
  - Preparing rooms for new residents
  - Preparing new welcome signs and welcome baskets
  - Preparing chore charts and room check charts
- Help with childcare for residents as needed (babysitting)
- Ensure safety and enforce rules within the house
- Other duties as assigned that are reasonable to complete during on-duty coverage shifts that would fall under the daily operations of the house such as, but not limited to, administrative tasks, house operations assistance, and other home functionality

### PROFESSIONAL QUALIFICATIONS

- A high school diploma or equivalent
- A passion for service, especially serving women and babies
- Strong organizational skills
- Ability to multitask
- Ability to maintain professional boundaries
- Excellent communication skills
- Ability to interface with and engage diverse groups of people

This role is for three to five days a week from 9am to 4pm and requires being in-person at the maternity home in West Dallas. The hourly rate is \$15/hour.

Please email [Elise@liveinmyshoes.org](mailto:Elise@liveinmyshoes.org) to apply.