



Job Description

Position

Organization: Willow Pregnancy Support / Rose Home
Title: House Coordinator
Reports to: Rose Home Director

Position Summary

The Rose Home House Coordinator is responsible for overseeing the facility, its systems, and contents to ensure smooth day-to-day operations with minimal interruptions and optimal conditions—all while supporting the overall success of Rose Home residents.

Duties Performed

- Manage the Rose Home Nutrition Plan which includes coordinating meals; the shopping, ordering, and stocking of food and supplies from various outlets including Regional Food Bank of Oklahoma and Trader Joe's; and ensuring items are available as needed per Rose Home Guidelines.
- Manage Rose Home's Material Goods and Donations including evaluating, cleaning, storing, restocking and distributing items.
- Provide transportation for residents (limited to Rose Home van) as needed per Rose Home Guidelines.
- Perform preventative maintenance functions on facility and facility assets.
- Perform daily checks of assigned resident chores.
- Maintain inventory of facility assets including resident room inventories pre and post occupation as well as resident inventories.
- Perform a variety of secretarial and administrative duties as required by daily operations.
- Work with accuracy and attention to detail.
- Exercise independent judgment and initiative and carry out job functions with or without direct supervision or instruction.
- Lend aid and experience whenever it would be helpful to residents.

Working Conditions

- Part-time: 20 hours a week (Wednesday- Friday)
- Possibility to include evenings and weekends

Education/Experience Requirements

- High school diploma
- Working knowledge of computers and word processors

Job Specifications

- Physical requirements: must be able to lift 40 pounds
- Must have current, valid, drivers license and good driving record for insurability
- Must pass OSBI background check

Training Required After Hire

- CPR Certification
- Seminars and instruction as available