



PROGRAM HOUSE GUARDIAN POSITION DESCRIPTION

Department: Restoration (Residential program)

Status: Full-Time, Exempt

Reports To: Program Director

Hours: Live-in position from Sunday evening to Friday afternoon

Location: Resides onsite at the Mount Arukah Campus (Northeastern Oklahoma)

Position Summary

The Demand Project's residential program at the Mount Arukah campus in Northeast Oklahoma provides long-term, trauma-informed care for female minors (ages 11–17) who have survived human trafficking, online enticement, and/or commercial sexual exploitation—or who are highly vulnerable to these crimes.

The **House Guardian** serves as a **full-time, live-in caregiver**, providing direct supervision, support, and structure for up to five residents in a two-year restorative program. This role is essential in fostering a **safe, nurturing, and healing-centered home environment**. The House Guardian provides stability and continuity for residents through relationship-building, enforcing boundaries, and promoting personal growth. A **two-year minimum commitment is required** to ensure consistency in care.

Competencies

- Strong ability to build rapport with children from diverse backgrounds.
- Commitment to maintaining confidentiality regarding residents and program details.
- Positive, professional attitude with a mix of strength and compassion.
- Teachability, flexibility, and organizational skills.
- Ability to deescalate situations and remain level-headed in a crisis.
- Working knowledge of trauma-informed practices.
- Ability to enforce discipline, self-control, and boundaries with residents while promoting accountability.
- Logical, compassionate mindset with physical and mental resilience.

Essential Duties

- **House Management Responsibilities**
 - Maintain house rules, daily routines, and schedules.
 - Keep the home clean, organized, and safe; oversee resident chores.
 - Enforce boundaries and house expectations while modeling healthy communication and emotional regulation.
 - Identify risky behavior and deescalate combative attitudes.
 - Foster a culture of respect, trust, and unity within the home.
- **Resident Support & Supervision**
 - Build rapport with residents while maintaining professional boundaries.
 - Collaborate with the team to implement individualized care plans.
 - Administer and document prescribed medications in accordance with medical guidelines.

- Supervise resident interactions and mediate conflicts when necessary.
- Ensure residents follow policies, procedures, and house guidelines.
- Plan and participate in activities and outings for residents that promote normalcy and personal growth.
- **Administrative & Compliance Responsibilities**
 - Document resident progress, behaviors, and incidents through daily charting.
 - Ensure adherence to program policies, safety protocols, and DHS regulations.
 - Maintain annual training requirements, including trauma-informed care and crisis response.

Minimum Qualifications (Knowledge, Skills, Abilities)

- High school diploma or equivalent required.
- At least 25 years old preferred.
- Experience with children, particularly those who have experienced trauma, is preferred.
- Willingness to learn and adapt in a team environment.
- Basic understanding of general household maintenance and daily living skills.
- Must pass a fingerprinting and background check.

Working/Living Conditions

- The House Guardian lives onsite at Mount Arukah from Sunday at 5 PM through Friday at 4 PM.
- Private, fully furnished suite provided during shifts.
- Food, utilities, and household necessities covered while on shift.
- Mount Arukah is a smoke-free, drug-free campus, and alcohol is prohibited in the program houses.

Compensation

- The House Guardian is a full-time, exempt position with a starting salary of \$30,000 per year, benefits eligibility after 90 days of employment, and a compensation package that includes a fully furnished private suite, utilities, and meals while on shift.