



## **INTERN ROLE DESCRIPTION**

An Intern lives with and works alongside the residents, modeling a life committed to Christ, while enforcing and upholding the unique guidelines and lifestyle that are specific to the His Mansion program.

**Qualifications:** To be an Intern at His Mansion, one does not need to be perfect. However, the following qualifications must be present in any person who desires to serve as an Intern at His Mansion Ministries.

- Compassion for hurting men and women who are seeking change in their lives
- Humility
- Willingness to lead and be led
- Willingness to be taught and challenged
- Desire to grow and develop as a person in Christ in the context of relationships with others
- Committed to the Gospel of Jesus Christ and has a substantive relationship with Jesus

### **Role Responsibilities:**

1. **Caring** for residents in daily life. Interns are called to walk alongside residents as they journey through the program. The responsibilities of caring for residents ought to shape everything a staff person does and says. Everything is done within the context of relationship with residents. Some of these responsibilities include...

- Listening
- Being present
- Encouraging
- Speaking the Truth in love
- Praying with and for residents

2. **Modeling** a life of dependence on Christ moment by moment. This includes, but is not limited to...

- Being in regular attendance at Prayer and Share and church unless otherwise excused due to a designated activity or pre-arranged responsibility.
- Participating in daily personal devotions.
- Maintaining personal spiritual disciplines.
- Modeling a lifestyle of consistency and integrity.

3. **Overseeing** residents in daily dorm life, on work crew, and during other program activities.

Daily Dorm Life – An Intern is responsible for working with his or her staff team to provide coverage and oversight of daily resident life during evenings and weekends “on.”

- Coverage of an assigned building or area. Coverage includes, but is not limited to, knowing the location and activities of residents in assigned area, being the immediate point-person for residents in the area, handling resident emergencies or safety issues in area (contacting Team Lead and Program staff as needed).
- Communicating immediately with Team Lead in the event of a resident emergency. Some of examples of emergencies include resident physical injury, death of resident relative, extreme resident illness, suicidal ideation, self-injury, etc.
- Representing the family during mealtimes. Interns or Servant Leaders seated at each end of the table work together to model healthy family dynamics and Christ-centered table fellowship. This includes guiding table conversation and relational dynamics.
- Providing Quiet Time coverage and Late Checks when assigned by Program staff or Team Lead.
- Assisting Team Lead with any needed tasks.

Work Crew – An Intern is responsible for the oversight and leadership of his or her designated work crew. This includes:

- Facilitating and carrying out tasks assigned by his or her supervisor.
- Delegating tasks to residents on his or her work crew or work site.
- Monitoring resident interactions and general attitudes during work hours.
- Providing warnings or corrections when needed in the case of resident bad attitudes or disrespect.
- Being the point-person in the case of injury or safety violations, communicating with his or her supervisor as necessary.

Program Activities – An Intern is responsible for facilitating and overseeing any designated activities.

- Attending and participating in prayer and share as well as Thursday Bible Class unless otherwise engaged in a designated or pre-approved activity during that time.
- Attending and participating in Sociogram on Tuesday afternoons unless specific permission is granted for a work project or other activity.
- Working with designated group of residents to plan Brother or Sister night activities. Participation each week is mandatory.
- Providing coverage of News and Study Hall on Mondays, when assigned.
- Working with the Servant Leader team and Team Lead to prepare a written report of the weekend on the “Weekend Report” form.
- Assisting Team Lead with any weekend activities.

4. **Enforcing** program guidelines. An Intern is responsible for enforcing guidelines with residents, particularly on the nights and weekends that he or she is “on.”

- Being aware and having a working understanding of the contents of resident guidelines
- Fielding guideline interpretation or questions to Team Lead or Program staff during the workday and Wednesday evenings, as well as nights “on.”
- Communicating with Team Lead or Program staff any continued resident disregard of guidelines by way of verbal or written report.

- Working with the Team Lead to facilitate corrections for minor guideline offenses.
- Communicating with the Team Lead and Program Department Assistant regarding interpretation of the guidelines.

**Weekly Schedule:**

- Interns will oversee and when appropriate participate in the daily activities of residents thereby providing an environment for heart transformation and ongoing discipleship. (Please refer to the resident daily schedule)
- Interns will have Tuesday mornings for rest, reflection and care of personal needs unless they are assisting in a phase class or a specific project needs their assistance.
- Interns will participate in the Intern process group each Wednesday morning.
- Interns are “off” every other weekend. Other “off” times are outlined in the Servant Leader guidelines.

**Reports To:** Servant Leader Team Lead, Program Department Assistant (PDA), Program Administrator (PA)

- Interns are provided room and board during their time of service.

**Internship Supervisor** – Dave McHale, [davem@hismansion.com](mailto:davem@hismansion.com)

**Director of Training** – Michael Tso, [dr.tso@hismansion.com](mailto:dr.tso@hismansion.com)