



CANYON HILLS
COMMUNITY CHURCH

JOB DESCRIPTION:

DAMASCUS HOUSE FOR
WOMEN HOUSE
MANAGER

22027 17th Ave Se
Bothell, WA 98021

info@chccbw.org
425-488-4121

CONTACT:

JON HUFF

DIRECTOR OF
ADMINISTRATION

DAMASCUS HOUSE FOR WOMEN HOUSE MANAGER

Canyon Hills Community Church | Bothell, Washington

CANYON HILLS COMMUNITY CHURCH is a thriving church community located in the suburbs of Seattle. Planted in 1995, the church has grown to more than 5,000 weekly worshippers on its Bothell campus. In addition, Canyon Hills reaches beyond the local community and extends worldwide through its flourishing global partnerships. Your future colleagues will inspire and challenge you to use your gifts to further the CHCC mission of “making more and better disciples of Jesus Christ.” The Damascus House Ministries follow a heart-focused discipleship model that teaches men involved in life-enslaving sin how to truly live a Christlike life that brings honor and glory to God. Join us.

THE ROLE AT A GLANCE:

The Damascus House Ministry House Manager serves as a live-in spiritual leader and daily shepherd within the residential program. This role provides consistent and immediate accountability to the rules, schedule, rhythms and Biblical standards of the Damascus House; while modeling faithful Christian living through word, conduct, love, humility, and integrity. Living alongside the women in the program, the House Manager helps maintain structure, order, and spiritual focus within the home. This position leads by example, ensuring schedules are followed, responsibilities are upheld, and conflicts or concerns are addressed with wisdom, truth, and grace

WHY THIS ROLE IS IMPORTANT TO CANYON HILLS:

The House Manager offers ongoing relational support and informal biblical counsel, helping men apply Scripture to daily life and grow in obedience, repentance, and maturity in Christ. Under the direction of the Damascus House Directors the House Manager works closely with leadership to support the Gospel mission and discipleship goals of Canyon Hills Community Church and the Damascus House Ministry by fostering a home environment that reflects the love, holiness, grace, and transforming power of the Gospel.

IN YOUR NEW ROLE, YOU WILL:

- Support the Lead Pastor in carrying out the mission and vision of the church
- Manage the day-to-day activities of the residential facility, including scheduling, meal preparation, household chores, and maintenance tasks.
- Supervise and support residents in adhering to program guidelines, rules, and expectations for behavior and participation.
- Coordinate with counseling staff, volunteers, and external resources to address the holistic needs of residents, including physical, emotional, and spiritual support.
- Maintain accurate records of resident attendance, progress, and incidents, ensuring confidentiality and compliance with legal and ethical standards.
- Facilitate group meetings, educational sessions, and recreational activities to promote community building, personal development, and spiritual growth.
- Serve as a liaison between residents, staff, church leadership, and external stakeholders as needed



IN THIS ROLE, YOU WILL REPORT TO:

Damascus House for Women Director

WHAT YOU WILL NEED TO SUCCEED:

- Heart for ministry
- Strong leadership and interpersonal skills with a heart for serving others in a ministry context.
- Commitment to biblical counseling principles and practices associated with discipleship.
- Ability to provide compassionate and nonjudgmental support to individuals in crisis or distress.
- Strong organizational and administrative abilities with attention to detail.
- Ability to maintain confidentiality and handle sensitive information with discretion and sensitivity.
- High school diploma or equivalent.
- Minimum 6 months of experience in residential programs, social services, or a related field.
- Certification or training in residential management, biblical addiction counseling, or related areas.
- Membership at CHCC upon hire

CULTURE OF THE COMMUNICATION TEAM AT CANYON HILLS:

- Our team strives to make more and better disciples of Jesus Christ by using communication to inform, equip, and inspire our congregation.
- We foster a culture of humility – where the best idea always wins.
- We expect excellence – we work hard with care and intense attention to detail to share the Gospel in the best way possible.
- We have a heart for innovation – the Gospel is the greatest story ever told and we constantly ask ourselves if there is a better way to tell it.
- We nurture a culture of replication and multiplication. If you are not replicating yourself, you are missing an opportunity.
- Our team likes to have fun. We think you should love the work you do and love the people you get to do it with.
- We believe that we were designed to be creative. We spend time weekly getting better at what we do by honing our crafts.
- We enjoy quarterly days of prayer and fasting to delight in the Lord.

WHY CHOOSE CANYON HILLS?

We believe a church should be one of the best places to work, where staff love their jobs, enjoy their teammates, and maximize their gifts for effective ministry. In addition, we believe the church should take care of their employees through competitive salaries and comprehensive benefits. Canyon Hills staff members are well-loved and cared for. Full-time employees enjoy a compensation package including healthcare (with dental and vision); health savings account (HSA); a generous retirement match; and life insurance. We also offer unique professional development opportunities—opportunities to travel globally for missions, and resources to help you love your work and develop your gifts and abilities.



- Planted in 1995, Canyon Hills has grown to be one of the largest church communities in the greater Seattle area with over 5000 weekly worshipers.
- Through the generous support of Canyon Hills, our Global partners take the mission of making more and better disciples around the world.
- The local community is shown the love of Jesus through the compassionate ministry of the Canyon Hills Food Bank.
- More than 2000 members participate in one of 190 Life Groups offered for community and Christian growth.
- The Canyon Hills Counseling ministry is certified through the Association of Christian Biblical Counselors and offers hope through individual counseling sessions and support groups (we call them Hope Groups).
- College-level courses are offered throughout the year through the Canyon Hills School of Discipleship, challenging members to go deeper in their faith.
- Canyon Hills Worship not only provides passionate weekly worship experiences and also provides recordings for the church to worship with throughout the year.
- Excellent ministry provided for children and students, draws many to the Canyon Hills family.

OUR STAFF CORE VALUES:

More than words on a page, our staff values drive our actions and impact every level of our practice. We're building a work culture that allows our staff to use their gifts for the glory of God and the mission of Canyon Hills Community Church.

COMMITMENT

We value a commitment to God-glorifying ministry done with excellence.
"Whatever you do, work heartily as for the Lord and not for men." Colossians 3:23

CARE

We value care for people that is personal, loving, and fun.
"Be devoted to one another in brotherly love. Honor one another above yourselves." Romans 12:10

COLLABORATION

We value collaboration that advances God's kingdom in prayerful, humble, and creative ways.
"And let us consider how to stir up one another to love and good works." Hebrews 10:24

COMMUNICATION

We value communication that is clear, loving, and timely.
"Let your conversation be always full of grace, seasoned with salt, so that you may know how to answer everyone." Colossians 4:6