



HOUSE OF **HIS** CREATION

Role: Weekend Relief

Employee Type: Part-Time

Reports to: Houseparents and Program Director

Works closely with: Houseparents and Volunteers

The Houseparent Assistant must be committed to the mission of House of His Creation.

House of His Creation as a life-affirming ministry provides women a place to heal, to grow, and to learn through housing and ongoing support.

Qualifications:

- A) Be a committed Christian.
- B) Be willing to serve as part of a team.
- C) Be over 21 years of age.
- D) Be a high school graduate. BS in related fields preferred.
- E) Have a valid "Class 1 or 2" Pennsylvania Driver's License.
- F) Be capable of providing leadership and spiritual guidance to each of the young women according to her specific needs.
- G) Have a neutral stance on adoption vs. parenting, but must have a pro-life belief.
- H) Be empathetic towards each young woman and her unique situation.
- I) Be able to maintain confidentiality for women and staff.
- J) Not be the perpetrator in a report of neglect or abuse.
- K) Be a U.S. Citizen.

Job Description:

- A) Be a team member in seeing that the philosophy, purpose, and objectives of the house are being implemented with each young woman.

- B) Be a supportive, loving friend to each of the young women living in the home while maintaining a professional distance.
- C) Be a team member under the direction of the Houseparents and Program Director to see that all guidelines are followed.
- D) When on duty at the House, be an active member of the household.
- E) Maintain an attitude that promotes availability to the residents.
- F) When on duty, perform tasks under the direction of the Houseparents as needed:
 - Assist in cooking a meal and with housekeeping.
 - Run errands (grocery store, gas up vehicles, etc.).
 - Answer the door
 - Bring in packages and get the mail
 - Receive donations
 - Address issues, concerns and contact appropriate parties in case of emergency
- G) Be available to talk to Houseparents about your time at the house.
- H) Other duties as needed.

Schedule & Pay:

- Every other weekend a month if one person or 1 time a month if two people are committed to the role. This role offers the live-in Houseparent couple every other weekend off.
- Possibility of one day a week as needed to cover other days off.
- Sleep time is not compensated and all training necessary to the position will be paid.
- Stipend, \$50.00 a day