



HOUSE OF **HIS** CREATION

Role: House Parent

Employee Type: Full Time (**House Mom**) Part Time (**House Dad**)

Reports to: Program Director

Works closely with: Volunteers & Weekend Relief

Houseparents 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) No children under 5 years of age.
- E) Be high school graduates. BS in related fields preferred.
- F) Have a valid "Class 1 or 2" Pennsylvania Driver's License.
- G) Be capable of providing leadership and spiritual guidance to each of the young women according to her specific needs.
- H) Be married for a minimum of 3 years.
- I) Be able to keep a neutral stance on adoption vs. parenting, but must have a pro-life belief.
- J) Be able to work within a budget.
- K) Be empathetic towards each young woman and her unique situation.
- L) Be able to maintain confidentiality for women and staff.
- M) Not be the perpetrator in a report of neglect or abuse.
- N) Be a U.S. Citizen.

Responsibilities:

Provide spiritual leadership to young women. (BOTH)

- Offer opportunities for family devotions and/or church attendance
- Oversee or implement regular bible studies (individualized or group)
- Maintain a Christian environment that is joyful, relaxing, and peaceful.
- Set an example of a loving Christian couple, able to guide and direct a family situation.

Run an efficient Household (Housemom Specific)

- Have the responsibility for the day-to-day activities of the home and care of the young women.
- Maintain a comfortable and clean house, with the assistance of the residents.
- Help the young women meet appointments and other responsibilities.
- Set up and maintain schedules.
- Schedule various activities for the home, including individual responsibilities, and work with Program Director on what opportunities and classes are offered

Minister to the physical needs of the young women as needed (Housemom Specific)

- Suggest opportunities for physical exercise and recreation: such as a class, going for a walk, etc.
- Plan and supervise preparation of well-balanced meals.
- Be willing to assist women through labor and delivery, if labor coach is unavailable and the woman would like the support.
- Encourage good habits for personal hygiene and home maintenance.
- Be available to make and assist with medical appointments and providing or arranging for transportation.
- Be responsible for notification of appropriate people for medical & other emergencies, as well as the birth of her child.
- Be responsible to hold and record monthly fire drills.

Minister to the social and emotional needs of the young women (BOTH)

- Maintain an attitude that promotes availability to the young women.
- Be aware of and willing to talk about personal use of time and activities, including TV, music, phone calls, and relationships and effects on personal goals and pregnancy.
- Try to be aware of each young woman's emotional needs; work to help them enter into the activities of the home and improve their self-image.

- Be willing to minister to the families and boyfriends and/or birth fathers, as opportunities arise.
- Participate in formulating each young woman's Individual Service Plan and review weekly with the Case Manager each young woman's status, progress, family situation, status and relationship to the birth father, and plans for her child.
- Assist each resident in caring for her child if she is returning with an infant. Help a woman develop a Standard of Care in conjunction with her goals and plan. (Housemom Specific)

Be responsible stewards of the financial and material gifts from God. (Housemom Specific)

- Assume responsibility for the food budget and ensure proper food supply and management of funds.
- Be responsible for recording donations as they come in and organizing
- Be responsible for the Houseparent account.
- Maintain upkeep on house, property and vehicles as much as abilities allow. Request repairs as needed.

Interact with the community: (BOTH)

- Be available to represent the home by making presentations to local church and civic groups.
- Be responsible to greet volunteers/intakes/visitors when they come to the home.
- Be a part of fundraising events and planning.

Work as effective team members within the ministry. (BOTH)

- Attend any workshops or conferences that are recommended to increase skills and staff development.
- Be responsible for working with the Program Director to enforce house guidelines and make changes as needed to how the house runs.
- Work with the Houseparent Assistant on expectations while you are off.
- Work with volunteers to understand the program and to assist in various tasks.
- Other duties as needed.

See Sample Houseparent Package for additional details on salary, commitment and benefits.

Please submit an application if interested in the position. You will be contacted once a completed application is received.