



House Assistant

(a live-in position, including salary, benefits, room & board)

The House Assistant shall be called of God; committed to serve under the direction of the Houseparents to create a Godly Christian home atmosphere and be firm but empathetic in relationships, realizing many women will come with problems associated with authority figures, and deep hurts.

Please contact Jodi Burns, Executive Director at jodib@heartofhopeministry.com if interested in applying for this position.

Qualifications:

- a. Be a committed Christian.
- b. A Single Female with no children.
- c. Be qualified based on personal character to work with the expectant mothers and can serve as part of a team.
- d. Be 25 years of age or older and a high school graduate.
- e. In the absence of the Houseparents, the House Assistant must be able to provide leadership and spiritual guidance to each young woman, according to the situation at hand.
- f. Must have a pro-life stance and be neutral on parenting plans, ie, adoption single parenting and marriage.
- g. Be able to provide evidence of financial responsibility.
- h. Be capable of providing leadership and spiritual guidance to each of the young women according to her specific needs. Shall have a sympathetic understanding of each young woman and her unique situation.
- i. Have had experience involving the supervision of a group of teenagers, or experience of a practical nature working with youth.

- j. Shall not be the perpetrator in a substantiated report of neglect or abuse, nor have a criminal record.
- k. Be able to maintain confidentiality in all ministry issues.

Job Description:

- a. Be a team member in seeing that the philosophy, purpose, and objectives of the home 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 professional distance.
- c. Encourage and help each young woman to learn to live with and adjust to the demands and blessings of this unique family.
- d. Be a team member under the direction of the Houseparents to see that all rules, regulations, and disciplines of the home are followed. Work to combine discipline and reinforcement of positive behaviors.
- e. Maintain an attitude that promotes availability to the young women.
- f. Provide spiritual leadership as opportunities arise.
- g. Assist each young woman in developing her gifts and talents.
- h. 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.
- i. When on duty, perform tasks under the direction of the Houseparents as needed:
 - Assist in cooking meals and with housekeeping.
 - Assist young women with homework or Bible studies.
 - Transport young women to medical appointments, educational, recreational, and spiritual activities.
 - Run errands (grocery store, gas up vehicles, etc.).
 - Teach young women good habits for personal hygiene and proper attire.
 - Greet guests who come to the House and give house tours.
- j. Be on call at all times to provide coverage for the home or assist the Houseparents in the event of an emergency or if a young woman needs to be taken to the hospital.
- k. Set an example of a Christian woman.

- l. Assist in teaching and coordinating classes and activities.
- m. Assist in planning activities and outings.
- n. Report to and be accountable to the Houseparents.
- o. Attend staff meetings and special functions of the ministry
- p. Participate in formulating each young woman's Individual Service Plan and do reviews and help with interviews as needed.