



House Assistant

**Full Time Position - Hourly
8am to 5pm M-F**

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.

Qualifications:

- a. Be a committed Christian.
- b. A single woman preferred, but not required.
- 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.

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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. 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.