



House Staff (live-in)

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

This House Staff position shall be called of God; committed 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. We create a work environment where trust, respect, honor, and value are sown into the soil of each other's hearts every day. We are a team ministry and depend on God's presence to lead, direct and release wisdom in all that we do.

Please show your interest in this position by contacting

Jodi Burns, Executive Director

jodib@heartofhopeministry.com

Qualifications:

- a. Be a committed Christian.
- b. A Single Female with no children.
- c. Be qualified based on personal character to work with 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, i.e., 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 of the House Staff 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. With the House Staff, perform tasks 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. When on duty, be on call to provide coverage for the home or assist House Staff 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. Attend staff meetings and special functions of the ministry