



Houseparents

The Houseparents shall be called of God and to the mission of Heart of Hope while Creating a godly Christian home atmosphere in which to care for young women experiencing an unplanned pregnancy. Realizing many women will come with problems associated with men, authority figures, and deep heart wounds, our houseparents must know how to love well while being firm as they model healthy boundaries in relationships between each other and to the young women they serve.

Qualifications:

- a. Be committed Christians.
- b. Be qualified on the basis of personal character to work with expectant mothers and be able to serve as part of a team.
- c. Must have a pro-life stance and be neutral on adoption vs. parenting.
- d. Be over 25 years of age.
- e. Be married for a minimum of 3 years.
- f. Ideally a couple without children under their direct care, and/or do not have children under 3 years of age.
- g. Be a high school graduate.
- h. Have at least two years of successful experience in fields such as youth work, household management, or houseparent experience.
- i. Be people of demonstrated integrity, maturity, and sound judgment, capable of establishing and maintaining a sound administrative structure.
- j. 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.
- k. Be able to provide evidence of financial responsibility.
- l. Shall not be the perpetrator in a substantiated report of neglect or abuse, nor have a criminal record.
- m. If Houseparents are parents of children still in the home, they shall demonstrate a parenting style that involves high acceptance, consistency, and appropriate discipline.

n. Be able to maintain confidentiality in all ministry issues.

Job Description:

a. Maintain an environment that is joyful, relaxing, and peaceful. Maintain an attitude that promotes availability to the young women.

b. Provide spiritual leadership to young women (i.e. devotion, spiritual direction, Bible studies). 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.

c. Shall have the responsibility for the day-to-day activities of the home and care of the young women.

d. Coordinate with Executive Director the upkeep of house and properties. Request repairs as needed. Be responsible for working with the Executive Director to ensure that all state regulations are met.

e. Maintain a comfortable and clean house, with the assistance of the young women. Set up and maintain work schedules geared to running an efficient home.

f. Schedule various activities of the home, including responsibilities, as well as special occasions.

g. Help the young women meet appointments and other responsibilities. Know where each young woman is when the young woman is outside the home.

h. Help monitor leisure time activities, including monitoring of TV, music, phone calls, and visitation. Provide a means of physical exercise and recreation for the young women.

i. Set an example of a loving Christian couple, able to guide and direct a family situation.

j. Assist each woman in developing her gifts and talents by recognizing such gifts and lending encouragement and praise.

k. In coordination with the rest of the house staff enroll each young woman in the local school or GED program. Assist with tutoring when necessary. When applicable, maintain necessary contact with teachers and attend conferences and school functions.

l. Enforce family guidelines and discipline in a loving manner. Work to combine discipline and reinforcement of positive behaviors.

m. Assume responsibility for food budget and ensure proper food supply and management of funds. Plan and supervise preparation of well-balanced meals. Keep log of meals served.

n. Teach women good habits for personal hygiene and proper attire.

- o.** Represent the home by making presentations to local church and civic groups as needed.
- p.** Be willing to minister to boyfriends and/or birthfathers, as opportunities arise.
- q.** Attend any workshops or conferences that are recommended to increase skills and staff development.
- r.** Coordinate with the On-Call Nurse all necessary medical appointments and provide or arrange for transportation to all necessary appointments and activities. Coordinate with the On-Call Nurse to maintain an up-to-date medical file on each young woman.
- s.** Assist each young woman in walking through her pregnancy. Be willing to assist the young woman through labor and delivery, if labor coach is unavailable. Coordinate with the On-Call Nurse when it is necessary for each young woman to go to the doctor, emergency room, etc. Coordinate with the On-Call Nurse for notification of appropriate people for medical and other emergencies, as well as the birth of her child.
- t.** Be responsible to hold and record monthly fire drills.
- u.** Be responsible for recording donations as they come in and seeing to their proper use.
- v.** Be responsible to greet volunteers/intakes/visitors when they come to the home.
- w.** Participate in formulating each young woman's Individual Service Plan and review weekly with the Social Worker each young woman's status, progress, family situation, status and relationship to the alleged father, and plans for her child.
- x.** Be responsible for financial accounting and vouchers for the young women.
- y.** Be responsible for the houseparent account.
- z.** Supervise the Houseparent Assistant

Please show your interest in this position by contacting

Jodi Burns, Executive Director

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