



## **Ruth Harbor Job Description: House Parents – Mother and Child Home**

### **Organizational Mission** *(why we exist)*

Through grace, Ruth Harbor provides a Christ-centered home, programs and comprehensive services resulting in positive life change for young women who have experienced unplanned pregnancies and their children. More than a shelter or home, Ruth Harbor is also a program which includes life-coaching, medical care access, counseling, spiritual guidance, education support, employment or volunteering encouragement, and parenting training and/or adoption assistance at no charge. Learn more at [www.RuthHarbor.org](http://www.RuthHarbor.org).

### **Environment & Culture** *(who we are)*

We are a team and fully support each other so that together we can accomplish more. We enjoy wit, humor, and comradery so working together is filled with laughter, however we are serious about working hard with everyone putting forth our best effort and paying attention to the details. If you are passionate about helping others and have a heart for reaching out, Ruth Harbor may be a good fit for you. Above all, we seek to live out the Gospel of Jesus Christ through the way we work and interact.

### **Position** *(living into our mission / overview)*

The House Parents *literally* live Ruth Harbor's mission statement and are key in developing resident character, entailing constant mentoring, role-modeling, advising, etc. House Parents daily serve, support, love and supervise young women, modeling a healthy, spiritual, and moral, marriage and home. The House Parents set and maintain healthy boundaries and loving relationships for residents ages 13-23 within a family environment. House Parents must be mission-minded and have a vision for life-change and positive transformation for each resident.

The House Parent position is both challenging and rewarding, and reports directly to the Program Director. We are looking for House Parents who handle stress well and exercise self-control. They must have the ability to handle multiple tasks efficiently and to organize their work to meet deadlines. Successful House Parents must be able to effectively interact with sensitivity and responsiveness to diversity including cultural differences. Understanding youth and their behaviors is crucial, and being able to encourage, challenge, and motivate them in a positive and effective way is core to this position.

### **Responsibilities** *(specific areas owned by this position)*

- Oversee the operation, labor, and management of the house including instructing and modeling desirable health and personal habits while demonstrating a desirable role model to residents
- Must be willing to commit to five consecutive 24-hour days on-duty with two consecutive 24-hour days off
- Supervise residents' daily chores and kitchen duties to teach responsibility and maintain the home atmosphere
- Maintain a daily log on each resident, briefly indicating both progress and problems
- Administer medications and maintain a daily medications log for each resident

- Hold residents accountable for their actions and determine and implement consequences as appropriate, recommending other measures to guide positive behavior such as a motivational system, lovingly reprimanding inappropriate conduct, and recording points earned at the end of each day/week
- Perform various tasks including answering the house phone and mobile phone, handling mail, recording petty cash, etc.
- Implement spiritual conversations and Bible studies three to five times per week within the home and facilitate weekly worship service attendance at a local church
- Participate in developing a care plan for each resident, in cooperation with the Program Coordinator and Counselor, containing goals and objectives with projected dates of accomplishment and involve the resident, referring agency if relevant, and family whenever possible. Review weekly with the Counselor and Program Coordinator the status, progress, and family situation of each resident during Care Plan meetings
- Assist in making and attend all necessary medical appointments for each resident
- Be available and willing to provide transportation for residents to appointments, school, volunteer or work opportunities using Ruth Harbor vehicles
- Maintain Ruth Harbor vehicles, house and yard; as needed, making minor repairs and arranging for major repairs with the Executive Director
- Procure all items necessary for daily living
- Plan menus, cook some meals, and give instruction in basic meal planning and food preparation
- Organize and lead family outings and recreational activities for residents
- Model community involvement, membership and cooperation in community affairs with residents, while on duty, as feasible
- Coordinate and supervise resident volunteer and work activities: mentoring, special classes, crafts, etc.
- Attend staff meetings and special functions
- Greet guests and give house tours, as needed
- Continuing training/workshops as set up by Program Director
- Live in the Ruth Harbor Mother and Child home (includes private living quarters)

### **Qualifications** *(what you need to be able to do this job well)*

#### **Required**

- Married, Christian couple (one man and one woman) who are each at least 25 years of age and have been married at least one year
- Minimum level of high school diploma or GED
- One-year minimum experience involving supervision of youth or young adults.
- Capable of providing leadership and spiritual guidance to each of the residents according to her specific needs
- Ability to recognize natural teaching opportunities and act upon them
- Regular attendance at a local church
- Physically able to fulfill all responsibilities of the position
- Valid driver's license with good driving record
- Provide a doctor's written statement of good health prior to your employment and every 3 years while employed (at Ruth Harbor's expense, if needed)
- If needed, ability to successfully complete the medication management course required for state licensing (at Ruth Harbor's expense)

- Ability to successfully complete a 2-hour training for mandatory child abuse reporting (provided by Ruth Harbor)
- Provide contact information for four references including pastoral or ministry-based reference

### **Strongly Preferred**

- Experience involving supervision of individuals from various backgrounds, some with trauma and attachment hardships
- Be able to demonstrate financial responsibility
- College education desirable
- Basic knowledge of first aid and safety and be able to obtain CPR certification
- Relevant education in Human Services field and/or residential experience
- Knowledge of basic cooking skills and ability to create menus and follow recipes

### **Are you a good fit?** *(considerations for selecting the ideal candidate)*

Ruth Harbor places great emphasis on teamwork and supporting each of your coworkers. We require people to be a good fit with our philosophy of how we work as a team. We need people who are hard-working, consistent, and take initiative. Listening skills and critical thinking are paramount. Open-mindedness and being comfortable in giving and receiving feedback is essential. Being flexible with change and able to work in a sometimes-chaotic environment is necessary. Especially since Ruth Harbor is faith-based, all team members must ascribe to the Ruth Harbor Statement of Faith, be committed to the sanctity of human life perspective, and be capable of maintaining a neutral stance on the question of adoption vs. parenting. Must be a committed follower of Christ and be willing to share your testimony, with gentleness and respect as in 1 Peter 3:15.

### **Additional Information**

**Starting date:** To be arranged.

**Job hours:** This is a full-time position and is eligible for benefits that include vacation, sick pay, housing accommodations, meals, and transportation while on duty.

**Confidentiality:** This position includes access to sensitive and personal information thus requiring a confidentiality agreement to be signed and honored.

**Support:** This position is supported by other staff including a counselor/caseworker, House Parent Assistant, and Backup House Parents. Training begins the first week and ongoing development provided.

### **How to Apply**

- Submit a cover letter, resume, faith testimony, and signed copy of Ruth Harbor Statement of Faith via email to [Tammy@RuthHarbor.org](mailto:Tammy@RuthHarbor.org) or mail to Ruth Harbor, Attn: Hiring Manager, 534 42<sup>nd</sup> Street, Des Moines, IA 50312.
- Background checks will be made on all applicants before an employment offer will be extended.



## Ruth Harbor Statement of Faith

It is important that each staff member and volunteer understand that the ministry of Ruth Harbor concentrates on the essentials of the Christian faith below. We are called together in unity focusing on the Word of God alone, not espousing any particular doctrinal stance which would divide us.

1. We believe there is one God eternal existent in three persons: Father, Son and Holy Spirit. (Gen 1:1; John 10:30, 37,38; Matt. 28:19-20)
2. We believe in the Deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory. (Apostle's Creed)
3. We believe the Bible to be the inspired, infallible and authoritative Word of God. (2 Tim 3:16; 2 Pet 1:21)
4. We believe that mankind is sinful by nature and that regeneration by the Holy Spirit is essential and an absolute necessity for salvation. (Rom 3:19-25; John 3:16-19; John 5:25; Eph 2:8-10; Titus 3:5-6)
5. We believe in the present and continuing ministry of the Holy Spirit; by whose indwelling the Christian is enabled to live a godly life. (Eph 4:30; Eph 5:18; I Cor. 3:16; I Cor. 6:10-20)
6. We believe in the resurrection of both the saved and the lost; they that are saved unto eternal life and they that are lost unto eternal damnation. (John 5:28-29)
7. We believe in the spiritual unity of believers in our Lord Jesus Christ. (Rom 8:9; I Cor 12:12-13; Gal 3:26-28)
8. We believe in the creation of man by the direct act of God. (Gen 1:26-28; Gen 5:1,2)
9. We believe in the sanctity of human life as set forth in the scriptures:

*For you created my inmost being; you knit me together in my mother's womb. I praise you because I am fearfully and wonderfully made; your works are wonderful, I know that full well. My frame was not hidden from you when I was made in the secret place. When I was woven together in the depths of the earth, your eyes saw my unformed body. All the days ordained for me were written in your book before one of them came to be. (Psalm 139:13-16)*

*Yet you brought me out of the womb; you made me trust in you even at my mother's breast. From birth I was cast upon you; from my mother's womb you have been my God. (Psalm 22:9-10)*

*Before I formed you in the womb I knew you, and before you were born I consecrated you. (Jeremiah 1:5)*

I have read the Statement of Faith, and my signature below indicates my understanding and acceptance.

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Signature

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Date

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Signature

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Date