

# Job Description: House Parent Assistant

## **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. 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)*

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 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 Assistant reports directly to the House Parents, under the guidance of the Executive Director. A successful House Parent Assistant must have the ability to handle multiple tasks efficiently, handle stress well, exercise self-control, and effectively interact with sensitivity and responsiveness to diversity including cultural differences. This position is both challenging and rewarding. Displaying a willingness to enforce the rules and guidelines set forth in the Resident Handbook, and actively support direction set in place by the House Parents is core to this position.

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

- Under the direction of the full-time House Parents, the House Parent Assistant is committed to create a Godly Christian home atmosphere, and maintain house life for residents including:
  - 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
  - Review weekly with the Counselor and Program Coordinator the status, progress, and family situation of each resident during weekly Care Plan meetings
  - Supervise residents' daily chores and kitchen duties to teach responsibility and maintain the home atmosphere
  - Maintain a daily log on each resident, indicating both progress and problems
  - Administer medications and maintain a daily medications log for each resident

- Hold residents accountable for their actions and discipline 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.
- Continuing devotions and Bible studies within the home
- Bring residents along to church when on duty on weekends
- Provide transportation for residents to appointments, school, volunteer or work opportunities using Ruth Harbor vehicles (At least one staff member or qualified volunteer will accompany residents to medical appointments)
- Plan meals and give instruction in basic meal planning and food preparation
- Assist in organizing family outings and recreational activities for residents
- Complete errands (gather supplies, grocery store, gas vehicles, etc.), as needed
- While on duty or on-call, be willing to provide House coverage or accompany the House Parents in the event of an emergency (i.e. hospital visit) or until Backup coverage is arranged
- Assist in other areas of the ministry when needed or when need for client support is low.
- Assist in teaching and coordinating learning activities for clients
- Attend staff meetings and special functions
- Greet guests who come to Ruth Harbor and give house tours, as needed

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

### **Required**

- Christian woman at least 23 years of age
- Minimum level of high school diploma or GED
- Capable of providing leadership and spiritual guidance to each of the resident 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)
- 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
- Live in the Ruth Harbor home while on duty

### **Strongly Preferred**

- College education desirable
- One year minimum experience involving supervision of a group of teenagers, or experience of a practical nature in working with youth
- Basic knowledge baby care
- 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 techniques, cooking skills, and an 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:** As soon as all documentation secured.

**Job hours:** This is a full-time position and includes housing accommodations, meals, and transportation while on duty. When supporting moms with new babies, some night-time hours will be required.

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