



# LIFEHOUSE

**Job Title: Maternity Program Manager**

**Mission Statement:** LifeHouse is a Christ-centered ministry ensuring life for unborn children by providing opportunities for housing, help, and hope for young women during their pregnancies and beyond. LifeHouse of Houston Inc., is a 30 year-old housing ministry for young women ages 12 and older in an unplanned pregnancy. Our desire is to turn the challenges of unplanned pregnancies into opportunities for growth for pregnant women and to ensure life for their unborn babies. We facilitate this by providing a Christian family home setting under-girded by counseling, life skills instruction, education, and post-partum support. We have two maternity homes on adjacent properties that can house up to 12 women. We also have a program called LifeLine that supports this same population with non-residential services.

**Job Summary:** To supervise the maternity program to ensure the standard of quality of care is maintained throughout the program and to further establish the program through opportunities for growth.

**Qualifications:** Passion for the mission of LifeHouse, which is a Christ-centered ministry ensuring life for unborn children by providing opportunities for housing, help, and hope for young women during their pregnancies and beyond. Strong Christian faith, beliefs and lifestyle indicative of such beliefs.

**Education:** Bachelor's Degree in Social Work preferred and two years of experience serving in a residential ministry

**Location:** South campus and any future campus expansion sites for maternity housing

**Department:** Maternity Program

**Job Status:** Full-Time

**Salary:** \$40,000

**Reports To:** Director of Programs

**Supervises:** Houseparents, respite workers, contractors of maternity program

**Job Responsibilities:**

- Oversee day to day maternity programming efforts at the campus (daily touchpoints with housemom's)
- Establish and maintain contract services for maternity residents
- Attend major events as needed (including crisis events)
- Oversee and coordinate residential maternity education
- Oversee and coordinate daily events for maternity programming
- Partner with admin staff on hosting tours and volunteers at the campus
- Partner with volunteer coordinator to create opportunities for volunteers
- Facilitate maternity housing staff training (including adoption and TBRI training)
- Ensure resident handbook for maternity program is adhered to by residents and staff
- Establish and maintain Houseparent/Missionary recruitment and training program
- Attend annual leadership training workshops/conferences
- Obtain 12 continuing education hours annually in subjects related to your field of practice. I.e. unplanned pregnancies, trauma informed care, attachment disorders, substance use and recovery, high risk pregnancies, etc.

\*Other duties as assigned

#### **Skills & Experience Required:**

- Ability to assess a client as a whole person
- Knowledge of and experience in practicing trauma informed care
- Committed to life-long learning and willing to implement practices with gained knowledge
- Ability to maintain professional boundaries with clients and staff members while still creating a warm and inviting atmosphere
- A natural gifting of attention to details and organization
- The ability to be flexible and learn quick is required.
- Possess a natural ability to establish rapport with clients and staff
- Ability to cope and excel in the presence of frequent and rapid change
- Proficient in Word, Excel, & Outlook
- Ability to work with diverse individuals and people groups.
- Excellent verbal and written communication skills
- Proficient organization and presentation skills
- Ability to work independently and as a team member
- Excellent time management and ability to prioritize
- Ability to work on multiple projects at once
- Valid Driver's License with acceptable driving record and current personal liability insurance
- Personal vehicle to use for transportation between facilities and occasionally to locations outside of LifeHouse
- Ability to lead a team in a manner that ensures trust
- Ability to facilitate conflict resolution among team members, residents, as well between you and others

#### **Physical Requirements:**

- Ability to walk, stand, climb stairs, sit, bend, stoop, and drive a motor vehicle
- Some carrying or lifting (up to 20 pounds) is required.
- Ability to see, read, write, hear and speak clearly in order to communicate with staff, volunteers, donors, clients and visitors

**Mental Requirements:**

- Ability to cope with emotionally taxing cases
- Ability to practice self-care after experiencing vicarious trauma
- Ability to organize, analyze and process information related to the programs of LifeHouse and its mission
- Must possess excellent judgment, flexibility, and ability to set priorities and problem solve in a multi-task environment
- Must possess excellent verbal and written communication skills
- Ability to demonstrate emotional regulation always, specifically during emotionally charged situations
- Ability to maintain policies of LifeHouse despite emotional discomfort or pain

**Equipment Used:** Telephone, copier, computer, other office equipment, vehicles, dolly

**Work Environment:**

- Most work will take place on a LifeHouse property or in the homes of alumni
- Typical work schedule is Monday – Friday, 9am – 5pm
- Work schedule may be subject to change to meet the needs of the LifeHouse ministry or clients, including some weekends and evenings
- Work attire is business casual

The above job description is intended to describe the general nature and level of work being performed by an employee in this position. They are not intended to be an exhaustive list of all duties, responsibilities and qualifications of an employee assigned to this job.

**Health Insurance:**

Health insurance arrangements are evaluated annually and are subject to change. Currently, LifeHouse offers an employer sponsored, fully insured health plan to its full-time employees. LifeHouse covers 100% of the cost of the premium for the health plan for the FT employee. Spouse and dependent coverage premiums are not covered by LifeHouse.

\*\*If you waive participation in the LifeHouse employer sponsored, fully insured health plan, LifeHouse is unable to enter into an Employer Payment Plan (EPP) or Health Reimbursement Arrangement (HRA) regarding health insurance.

**Additional Benefits:**

- \$10,000 life insurance policy for full-time employees
- Paid Vacation of 2 weeks after 6 months of employment
- Cost free individual counseling

- Membership with the YMCA \*subject to change upon availability