



# LIFEHOUSE

## LifeHouse House Parent(s) Job Description

**Mission Statement:** LifeHouse is a Christ-centered ministry ensuring life for unborn children by providing opportunities for housing, help, and hope for women during their pregnancies and beyond.

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<b>Job Title:</b>	House Mother / House Parents
<b>Location:</b>	South Campus
<b>Department:</b>	Program
<b>Job Status:</b>	Full Time
<b>Reports To:</b>	Executive Director and Director of Programs
<b>Supervises:</b>	LifeHouse Residents

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**Job Summary:** This urban missionary opportunity asks House Parents (and children) to minister to and live in a family environment with pregnant women, as well as model the love of Christ through personal actions and lifestyle to residents. House parents serve as role models of a biblically based, Christ-loving family, providing love with structure to women who may have had little of either in their lives.

The model of ministry LifeHouse uses is a family model. In this family model we have primary house parents, but only the house mother is employed by LifeHouse. The family lives in the ministry house and receives free room and board. The house father receives no cash compensation from LifeHouse and may work part or full time outside the home. We ask that the house father participate in the ministry as stated in the job description below and receive the non-cash benefits from the ministry as compensation.

**Qualifications:** College degree or equivalent work experience. 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 women during their pregnancies and beyond. Strong Christian faith, beliefs and lifestyle indicative of such beliefs.

**Skills & Experience:**

- Ability to assess a client as a whole person in environment
- Knowledge of and experience in practicing trauma informed care.
- Committed to lifelong 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 detail and organization. Flexible and quick learner is required.
- Possess a natural ability to establish rapport with clients.
- 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.
- 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 liability insurance.
- Personal vehicle to use for transportation between facilities and occasionally to locations outside of LifeHouse.

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**Responsibilities of House Mother**

1. Model being a Christian woman/wife/mother to the residents.
2. Be willing to pray, lead family devotions, share the gospel, and disciple the residents as the Spirit leads and opportunities arise.
3. Participate in the intake procedures including but not limited to emergency intakes, interviews, and discharges. Keep files of residents up to date.
4. Implement the LifeHouse Resident Handbook with residents.
5. Participate in ministry staff meetings, program team meetings, and board meetings as requested.
6. Plan, purchase and supervise the preparation of well-balanced, nutritious meals for the residents and your family. Eat together with residents, family-style, especially dinners, on a regular basis.
7. Use good judgment in recognizing sickness and problems associated with pregnancy, labor, etc. Ensure that each resident keeps her prenatal care appointments.

8. Manage the spending of funds for the home staying within the LifeHouse budget as the guide.
9. Manage the maternity clothing closet and storage of the home's maternity items.
10. Be willing to assist residents through labor and delivery.
11. Teach residents good habits for personal hygiene and home maintenance.
12. Other duties as may be assigned.

**Responsibilities of the House Father:**

1. Model being a Christian husband/father/man to the residents. Provide a spiritual covering for your family and the home.
  2. Be willing to pray, lead family devotionals, share the gospel, and disciple as opportunities arise.
  3. Maintain routine upkeep on the ministry house and ministry van as much as abilities allow. Request household repairs as needed to the Director of Programs. Lawn care to be provided by the ministry. If provided by the house father, cash compensation will be given.
  4. Other duties as may be assigned.
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**Equipment Used:** Telephone, copier, computer, other office equipment, vehicles, dolly.

**Work Environment:** This position will maintain a shared office space at the LifeHouse campus in addition to the provided living space. This is subject to change per the needs of the program. Work schedule may be subject to change to meet the needs of the LifeHouse ministry or clients, including some weekends and evenings. Dress is business casual.

**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. Position requires 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 intense cases and 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. Will participate in counseling with a licensed professional counselor a minimum of once per quarter for the purpose of maintaining optimal mental health.

**Other:** Able to support the LifeHouse "Christ-centered" mission statement and the ministry's core values through word and action.

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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.