

Application Instructions: Please submit Resumes and Cover Letters to info@thehaven.house

Relief House Mom

Overview: This ministry position provides a unique opportunity for a woman who enjoys the rewards and challenges of living and working with young women. It is the chance to make a life-giving difference in the lives of those we serve.

Relief Staff supervise residents and are responsible for the home in the absence of the houseparents.

Reports To: Houseparents

Basic Duties: To work, minister, and live with pregnant young women when the Houseparents are away; to model the love of Christ through their actions and lifestyle to women facing one of the greatest crises of their lives.

Education: High School Diploma required and College Degree preferred.

Qualifications:

1. 25 years of age or older.
2. Active in the Christian community and a member in good standing of a local church whose Statement of Beliefs is in line with The Haven's Statement of Beliefs.
3. Maturity sufficient to assume the responsibilities for young women in care.
4. Good spiritual, physical, and emotional health. Must have annual physicals including a TB skin test (cost covered by The Haven).
5. Have no substantiated report as a perpetrator of neglect or abuse of children.
6. Satisfactory Criminal Background Check, Fingerprint Screening and DMV Report.
7. Current CPR Certification or willingness to participate in a CPR certification course prior to supervising residents.

Responsibilities:

1. Supervision of residents, ensuring their physical, social, emotional, educational, and spiritual needs are met while the Houseparents are away.
2. Maintain a comfortable and clean house, with the assistance of the family.
3. Help residents meet appointments and other responsibilities, including transportation (with a vehicle owned by The Haven). Know where each resident is when she is outside the Home.
4. Help monitor leisure time activities, including the monitoring of TV, music, phone calls, internet and cell phone use, and visitation.
5. Supervise the preparation of well-balanced meals.
6. Assist each resident in developing her gifts and talents by recognizing such gifts and lending encouragement and praise.
7. Encourage a wholesome, constructive attitude toward school and assisting with studies.
8. Maintain as nearly as possible a Christian environment that is joyful, relaxing and peaceful which promotes a sense of felt-safety.

9. Maintain an attitude that promotes availability to the residents.
10. Enforce family guidelines and discipline in a loving manner using the Trust Based Relational Intervention model.
11. Attend any training, workshops, or conferences that are recommended to increase skills and staff development.
12. Attend weekly staff meetings.
13. Supervise Volunteers while they are within the home and/or interacting with residents.
14. Provide spiritual leadership to young women and hold devotions each weekday while you are on duty.
15. Exemplify Godly womanhood; able to teach by example various domestic skills.
16. Lead weekly Bible Study for residents in the absence of the houseparents.
17. Use good judgment in recognizing sickness and problems associated with pregnancy, labor, etc. Ensure that each resident keeps her prenatal care appointments.
18. Be willing to assist residents through labor and delivery.
19. Teach residents good habits for personal hygiene and home maintenance.
20. Other duties as assigned.

Accommodations: Relief staff will have access to a private bedroom and bathroom to use while on duty. She will also have access to a vehicle owned by The Haven for use when transporting residents. All meals/groceries will be provided while on duty.

Compensation: This is a part-time salaried position.