



Care Net
Pregnancy Center
of Dane County

**CARE NET PREGNANCY CENTER OF DANE COUNTY
POSITION DESCRIPTION**

JOB TITLE

- **Title:** House Coordinator
- **Reports To:** TEH Program Director
- **Date Analyzed:** 4/26
- **Wage Category:** Hourly, non-exempt
- **Hours:** Three weekdays, eight-hour days

JOB FUNCTION

The House Coordinator helps ensure smooth operations in our transitional living home, The Elizabeth House. This is a position that works closely with the rest of the team to cultivate a supportive, safe, and stable environment that ensures our residents learn and grow in life skills.

DUTIES & RESPONSIBILITIES – ESSENTIAL FUNCTION OF JOB

1. Maintain confidentiality for every resident and her child.
2. Encourage and offer guidance in daily living tasks for program participants.
3. Support and uphold house rules and policies consistently and with compassion.
4. Participate as needed in floor coverage of the residence.
5. Work with The Elizabeth House team to plan house activities, including birthday parties, holiday celebrations, trips outside the home, resident graduation parties, etc.
6. Transport residents to programmatic activities, including work, medical, or social service appointments.
7. Light housekeeping duties.
8. Provide oversight of kitchen use and tracking logs. Provide support for those who need help.
9. Monitor house supplies and pantry needs. Prepare a list of items the program director needs to purchase. Help with shopping as needed.
10. Assist new residents with becoming acquainted with the daily schedule, operations, and expectations of the program when needed. (dishwasher, laundry, computers, etc)
11. Be available to the residents to support and encourage them during your shift, looking for teaching moments at every opportunity.
12. Serve as a liaison between volunteers and program director and/or case manager.
13. Other duties as assigned

KNOWLEDGE, SKILLS & ABILITIES

- A. Ability to build trust and rapport with young women from diverse backgrounds.
- B. Strong administrative skills and relational skills.
- C. Ability to maintain healthy boundaries while being warm and approachable.
- D. Conflict resolution and mediation skills.
- E. Must demonstrate a personal relationship with Jesus Christ and demonstrate a strong Christian Life.

JOB SPECIFICATIONS

- A. Current CPR Certification or willingness to obtain it.
- B. Current Driver's License in good standing and provide documentation at each renewal period.

- C. Have strong commitment to the mission of Care Net Pregnancy Center and be in full agreement with Care Net's Statements of Principles, Purpose and Faith and Mission and Values Statements.
- D. Be dependent on Holy Spirit. "Not by might, nor by power, but by My Spirit, says the Lord." Zech. 4:6.
- E. Attend church on an ongoing basis.