

Care Net Pregnancy Center

JOB DESCRIPTION: Live-In House Supervisor

Full-time Salaried position. Base salary is \$36,000 per year. In addition, the employer provides housing and utilities in a one bedroom, on site apartment.

Summary:

The Elizabeth House Supervisor provides daily supervision of The Elizabeth House, Marshall, Maternity home. This person is passionate about creating and maintaining an environment that will make a difference in the lives of pregnant women and their babies. This is a ministry position. Your role is to provide a stable, safe nurturing home for single mothers and their children. You will model healthy, loving relationships and display friendship, mentorship, and provide practical support. This position is critical in helping young women transition into parenthood with confidence and empowerment while helping them build the skills needed to become self-sufficient and independent.

The House Supervisor oversees all the daily operations of the Elizabeth House and reports to the Program Director. You will work closely with The Elizabeth House team to help implement the policies and goals of the program. If married, your spouse participates in modeling healthy relationships and joins the family at dinnertime during the work week. Preference given to men who have experience mentoring other men. Both must agree to live onsite as an apartment is provided.

Household Responsibilities:

- Responsible for day-to-day management of the maternity home including the hiring and supervision of relief staff, supervision of the residents, administrative tasks, directing or participating in grocery and supply management and shopping.
- Periodic inspection of residents' rooms and overseeing chores being completed.
- Enforcing rules with loving correction, with responsibility to participate in determining if a resident will receive formal correction and/or dismissal from program, in conjunction with the Program Director and CEO.
- Communicate clearly and regularly with fellow team members staff to provide comprehensive care to the women.
- Plan and facilitate daily devotions.
- Provide spiritual support, mentorship, and encouragement. Encourage, encourage, encourage.
- Teaching by modeling good manners, forgiveness, and patience
- Facilitate independent transportation for residents, and when needed, provide for transportation in company vehicle .
- Informally counsel and involve women in family life by being available to them, help plan chore rotation, and plan fun weekly activities.

- Teaching life skills which could include but are not limited to manners, etiquette, cooking and kitchen responsibilities, cleanliness, chores, language and interacting with others, etc.
- Resolve and mediate disagreements among residents.
- Assisting and supervising all aspects of the home and housekeeping needs and assignments.
- Responsible for reviewing and implementing emergency protocols and care responses and supervising such responses as needed. (For example, initiating storm evacuations, overseeing a resident going into labor, and attending to other medical emergencies that might arise at the home)
- Helping residents learn life skills such as make meal plans, shopping lists, and grocery budgeting.
- Able to communicate effectively and positively in both written and verbal communication.
- Minister to boyfriends and/or birth fathers as opportunities arise.
- Attend team meetings.

Financial Management

Establish and manage program and household budget with consultation of Program Director.

Oversee Petty Cash

Supervision Requirements

In addition to supervising the house and resident care plans, the House Supervisor is responsible for overseeing relief staff. Duties include interviewing, supervising, and scheduling relief staff, helping to train, evaluate performance, and overall supervision of their performance, subject to oversight of Program Director.

Supervise and schedule volunteers serving at the Marshall location.

Work with Program Director to report facility needs and repairs to the facility Supervisor.

Required Skills and Qualifications (this applies to spouse if a married couple)

- Personal knowledge of Jesus Christ as his/her Lord and Savior and exhibits strong Christian walk. Being present and participating in “family style” dinners. Open with a prayer.
- Have a neutral stance on adoption vs. parenting.
- Good understanding of poverty mindset. Maintain a nonjudgmental attitude toward all residents.

- Solid understanding of change process, trauma-informed care
- Have a valid Driver's License and insurance, and a driving record consistent with insurance requirements for Care Net.
- Must be able to pass a background check
- Demonstrated experience with forming and leading mentoring relationships by both the House Supervisor and Spouse (if applicable)
- *No previous drug or alcohol abuse within the last five years.*

Preferred Skills:

- Experience working with expectant/single mothers.
- Experience working with children and an understanding of normal childhood development
- Leadership and management experience
- Ministry experience
- Community living experience is a plus.
- Bilingual is a plus.

Length of Commitment/ Hours:

- Your week begins on Sunday evenings at 4:00 PM and ends Friday at 5:00 PM.
- Your typical day will begin around 8 am. You will help Supervisors get ready for work or daycare, school and hold morning devotions. You may need to transport residents to work or school. When the house is empty or other staff are on site, you are free of duties for most of the day. At 4:30 or 5 PM your duties begin again. At this time, you will help Supervisors prepare evening meals and eat with the residents. After dinner, you will supervise evening clean up, and set alarm at curfew time before heading to your onsite apartment.
- During weekly education night, you are free to leave the home to attend a bible study, small group or other outside activities. During your work week, you are responsible for handling any security or resident issues that arise during the night (such as a Supervisor going into labor). Relief staff will work Friday night, Saturday, and Sunday day shift, so you have time off on the weekend to rejuvenate.
- Stability is important to our families. Ideally, we hope the house parents will plan to make at least a two-year commitment. To make sure this is the right fit for both parties, we will evaluate the relationship at six months and at nine months decide if another year renewal is in the interest of both parties, with hopeful extensions in yearly increments.