

HOUSEPARENTS

Qualifications — The Houseparents shall:

1. Be qualified on the basis of personal character to work with expectant and troubled young women and to serve as part of a team.
2. Be over twenty-five years of age and a high school graduate.
3. Have had 3 years of experience/education involving the supervision of teenagers/young adults.
4. Believe that life begins at conception, and for an unplanned pregnancy, abortion is never an option.
5. Have a personal relationship with Christ, attend church on a regular basis and be comfortable in teaching/sharing their faith with others.
6. Be capable of providing leadership and spiritual guidance to the young women according to their specific needs.
7. Have a neutral stance on adoption vs. parenting the child in their attitudes concerning unplanned pregnancy, while maintaining a pro-life belief.
8. Be able to provide evidence of financial responsibility and be relatively free of debts.

Duties — The Houseparents shall:

1. Be responsible for daily operation of household such as but not limited to planning meals, purchasing groceries, supervising/assisting cleanliness of house, and getting the mail daily from mailbox.
2. Be responsible for the implementation of devotions at mealtime and accompany (or designate someone else to) residents to a weekly worship service.
3. Assign household chores to residents and observe their completion (personal, weekly, and extra chores). Administer random bedroom checks and final room check before residents are discharged.
4. Transport residents on outings and to some medical, WIC, and social service appointments. A staff member or qualified volunteer shall accompany each minor resident to above appointments.
5. Coordinate evening menus and cooks. Give basic instruction on food planning/preparation.
6. Attend weekly staff meetings (at least one Houseparent). Review the status and progress of each woman. Submit Weekly Checklist for each resident to Program Director from prior week at meeting.
7. Plan and implement family outings (shopping, community events, etc.); post on activity calendar.
8. Be a supportive and loving parent figure.
9. Work with counselor regarding the father of the baby's involvement and monitor residents' visitors.
10. Screen all materials brought in by residents at intake and ongoing (i.e. books, music, magazines, videos, etc.) especially sexually explicit or satanic influences. Consult with staff when necessary.
11. Maintain discipline structure and carry out as agreed upon by staff. Document infraction and discipline administered on the Weekly Checklist. Rebukes are to build character, not to control!
12. Supervise the R.A. and designate responsibilities. Help teach volunteers house structure/rules.
13. Complete "Weekly Checklists" and also document pertinent information as necessary, including incident reports, phone log for minors, visitors, and transportation log for each woman.
14. Assist people who come to our door in obtaining donations from P.C. storage garages.
15. Accept P.C. donations from individuals; document in binder and give them receipt if they desire.
16. Facilitate weekly house meetings (go over house issues/rules and meal-planning).
17. Conduct monthly fire drills.
18. Create staff schedule monthly (rotate on-duty weekends w/ R.A./volunteers). Assist in finding volunteers when necessary.
19. Report necessary maintenance issues (house or van). Bring van in regularly for oil changes.
20. At curfew check that doors are locked, lights off, alarm set, and commons area clean before bedtime.
21. Take care of yourself!!!