

SEVERAL SOURCES SHELTERS HOUSEMOTHER JOB DESCRIPTION

PURPOSE: The position of the Several Sources Housemothers has two critical roles: To offer spiritual and emotional support to our pregnant mothers and their little ones through day to day management skills to enforce the SSF Rules in the shelter with the young mothers in a 24 hour residential program. (Note: the mothers may stay until the child is one year old).

REQUIREMENTS: Several Sources Shelters is seeking a minimum of one (1) year as Housemother. The candidate must have a valid driver's license.

RESPONSIBILITIES:

- Listen to and be an emotional support person to the mothers
- As a good Christian role model, help the young mothers to understand that Chastity and trying to live by God's laws can lead to a more peaceful and fulfilling life for them
- Conduct **daily** prayer and **weekly** Bible study for the mothers
- Using risk management techniques, provide a safe and clean environment for the mothers
- Assist with the Several Sources Hotline for Pregnant Women
- Help to coordinate and attend church speaking engagements
- Establish a good working relationship with local community volunteers
- Supervise an Assistant Housemother to help in the day to day operations of the shelter
- Maintain car(s) in order to ensure safety of the vehicle(s)
- Assist Advocate in acting as liaison to Social Service agencies and mental health providers to help facilitate services necessary for the mothers
- Distribute food certificates
- Help Advocate to enroll young mothers in local high school and other available educational programs
- Assist Advocate to coordinate home visits with parents of the young mothers and promote an environment which promotes the reunion of the family as quickly as possible
- When necessary work with the Advocate to discipline mother through the Several Sources Probationary Program
- Oversee day to day living expenses through a Petty Cash account
- Identify household repair problems and advise Supervisor of Operations, so prompt corrective action can be taken

Salary Range: \$15,500 to \$17,000 - Benefits: \$2,000 per year towards HMO of your choice, 3 weeks vacation, \$1,000 annual clothing allowance, Use of car and insurance for car, 2 days off per week.