



HOUSEPARENT/HOME MANAGEMENT JOB DESCRIPTION

Position: GHF Home Houseparent/House Manager

Reports to: Executive Director

Employee Status: Part-time

Salary: TBD based upon schedule

Schedule: Contact Kimberly at kimberly@kstonephoto.com for more details.

Function and Purpose: The House Parent/Home Manager is the heart of the GraceSon home, mentoring, empowering, and equipping homeless teen moms and their children. They actively engage and embrace GraceSon's residents to support the ministry's mission to extend Christ's love and reframe their vision of home.

A. BASIC REQUIREMENTS AND QUALIFICATIONS:

1. Demonstrate successful promotion, of and adherence to, the GraceSon Housing Mission Statement, Core Values, and Statement of Purpose, Expectations and Faith.
2. Demonstrated desire to work with young women and children.
3. Demonstrated ability to work with at-risk youth and commitment to effectively establishing positive relationships across multiple dimensions of diversity.
4. Maintain a current driver's license and automobile insurance, which includes medical and liability coverage.
5. Acquire and maintain current certification in CPR, First Aid, bloodborne pathogens, and a food handler's card.

GENERAL HOUSEPARENT(S) RESPONSIBILITIES - The Houseparent(s) will:

1. Foster a nurturing, grace-based family environment
2. Maintain a clean and orderly home by modeling responsibility, accountability, and health living in a grace-based environment.





3. Maintain unity with staff, residents, and volunteers.
4. Demonstrate respect for all residents, staff, volunteers, and guests.
5. Maintain confidentiality (with the exception of mandatory reporting cases)
6. Operate as an engaged, passionate member of the Hope Program team with the Executive Director and a variety of trained volunteers.
7. Be available to the residents during entire shift.
8. Demonstrate and explain God's Love and Grace by recognizing and embracing daily teachable moments.
9. Establish daily points of connection with residents, creating a trusting relationship with each individual mother and child.
10. Provide supervision, direction, and guidance to each resident according to her unique needs and goals.

HOUSE MANAGEMENT RESPONSIBILITIES - The Houseparent(s) will:

1. Maintain a home environment that is above or equal to licensing standards.
2. Create a weekly menu and obtain groceries utilizing the grocery store and donated sources.
3. Maintain a clean, orderly home and yard by involving residents' regular participation through assigned responsibilities.
4. Establish schedules for residents to clean, embracing these activities of daily living as an opportunity to teach and model.
5. Assist residents with activities/tasks that facilitate their case plans.
6. Transport residents in GraceSon vehicle as determined by team.
7. Maintain GraceSon vehicle in a safe, operating condition.

