



WEEKEND PARENTS

Classification: Part-Time Staff
Reports to: Executive Director for Place 4 Grace
Date: 02/20/2021

Summary/Purpose:

Are You Called... to share the love of Christ while helping pregnant teens and women prepare for a brighter future? As a houseparent you will be a key member in providing a nurturing and structured living environment for pregnant women who have chosen life for their babies. Committed to serve and willing to work to create a Godly Christian home atmosphere, realizing they may have been abused, abandoned or neglected. A heart of gold and nerves of steel are required.

Qualification Requirements for Couple:

- A Christian and actively participating in a local church
- Requires a neutral stance on adoption vs. parenting but must have a pro-life belief.
- Minimum of one-year experience involving the supervision of teenagers, or experience of a practical nature in working with young adults.
- HS diploma or GED
- At least 23 years of age and eligible to work in United States
- Be a committed husband and wife
- Be married for a minimum of 3 years, preferred
- Valid Ohio's driver's license and safe driving record
- State minimum auto coverage
- Must pass background check & drug screening
- Comply with all Place 4 Grace policies & procedures

Key Competencies for Couple:

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| • Accountability | • Conflict Management | • Patience |
| • Adaptability | • Ethical | • Relationship Building |
| • Communication | • Faithfulness | • Spiritual Guidance |
| • Compassion | • Leadership | |

Essential Functions for Couple:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the position. Duties, responsibilities and activities may change at any time with or without notice.

- Provide a nurturing and structured living environment by creating a Godly Christian home atmosphere
- Provide spiritual leadership through overseeing devotions daily
- Provide a safe place for residents to grow emotionally, physically and spiritually
- Assist and coach in preparing for future and assist with developing an individual life plan
- Oversee the household calendar and scheduling, monitoring chores, dispensing medications
- Maintain a comfortable and clean house, with the assistance of the residents
- Schedule various activities of the home, including responsibilities, as well as special programs
- Assist each resident in developing gifts and talents and lending encouragement and praise

- Prepare residents for motherhood or to lovingly place their child for adoption
- Maintain a Christian environment that is joyful, relaxing, and peaceful
- Responsible for enforcing house rules/guidelines in a loving manner and reinforce positive behaviors
- Assign daily household duties to all residents
- Supervise the planning and preparation of well-balanced meals
- Be willing to perform and assist residents in performing farm chores, including caring for garden and animals
- Be willing to remain calm, take charge and offer emotional support in emergency situations
- Financial accountability & budget responsibilities for home
- Participate in each resident's individual life plan, review weekly with Life Plan Coordinator each individual's status, progress, family situation, and plans for her child

Supervisor Responsibilities for Couple:

This position serves as a coach and mentor and may supervise non-paid staff.

General Responsibilities for Couple:

- Demonstrate behavior which reflects the mission and values of Place 4 Grace.
- Attend workshops or conferences that are recommended to increase skills and staff development.
- Maintain confidentiality of all resident and agency information.
- Maintain regular work attendance.
- Demonstrates professionalism by awareness of dress and language.
- Comply with all health and safety policies and standards.
- Treat all persons with respect regardless of race, color, national origin, age, disability, or sex
- Comply with all applicable local, state, and federal laws and regulations
- Perform other duties as assigned

Expected Hours of Work:

This is a Part-Time position, monthly from Friday 5:00 pm to Sunday 6:00pm, or other hours agreed upon by houseparents & set by the Executive Director.

Work Environment:

This position operates primarily in the Place 4 Grace home setting.

Travel:

Daily travel is required for this position. Travel may be during daytime, nighttime or inclement weather.

Physical Demands:

The physical demands described here are representative of those that might be met by an employee to successfully perform the essential functions of this position. While performing the duties of this position the employee is regularly required to talk and hear. This position requires standing, walking, climbing, bending and sitting. The employee must frequently lift or move items weighing over 25 pounds.

Note: This document is for management communication only and not intended to imply a written or implied contract of employment. Management reserves the right to change job responsibilities, duties, and hours as needed.