



**Job Title: Resident Supervisor**

**Objectives of this Position:** The Resident Supervisor shall be called by God; committed to serve and willing to work to create a Godly Christian home atmosphere and be firm but loving in relationship, realizing many women will come with problems with authority figures, trauma and deep hurts.

**Mission:** Selah Home is a safe, Christ-centered residence where pregnant women and their children can grow physically, spiritually & emotionally on a hope-filled journey towards healing and independence.

**Reports to: House Director**

**Qualifications:**

- Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord
- Exhibit strong commitment and dedication to the pro-life position and sexual purity.
- Be qualified on the basis of personal character to work with expectant mothers and on your ability to serve as part of a team.
- Agree with and be willing to uphold the Statement of Faith, Code of Christian Conduct, and policies of the home.
- Be capable of providing leadership and spiritual guidance to each of the women according to her specific needs
- Have a neutral stance on women's decision for adoption vs. parenting but must have a pro-life belief.
- Have a sympathetic understanding of each woman and her unique situation.
- Treat each resident equally and with fairness, be intentional about not favoring any resident over another
- Not be a perpetrator in a substantiated report of neglect or abuse.
- Demonstrated ability to effectively organize and prioritize tasks
- Detail oriented, self-starter with ability to multi-task and problem solve
- Ability to work cooperatively with a servant Christian heart – as part of a team
- Strong crisis intervention skills and ability to discern what situations warrant a call to the House Director

### **Duties & Responsibilities:**

- Provide spiritual leadership to residents in the home
  - Oversee regular devotions
  - Oversee regular Bible Studies (individualized or group)
  - Maintain a Christian environment that is joyful, relaxing, and peaceful
- Run an efficient household
  - Have the responsibility of the day-to-day activities of the home and care of the women
  - Maintain a comfortable and clean house, with the assistance of the residents
  - Help the residents make and keep appointments and other responsibilities
  - Set up and maintain schedules geared to running an efficient home
  - Assign daily household duties to all women
  - Schedule various activities of the home, including program pieces, as well as special events.
- Minister to the educational needs of the residents
  - Help resident enroll in school or GED program, if needed
  - Assist each woman in developing her gifts and talents by recognizing such gifts and lending encouragement and praise.
- Minister to the physical needs of the residents
  - Provide a means of physical exercise and recreation weekly
  - Plan and supervise preparation of well-balanced meals. Keep a log of meals service.
  - Be willing to assist women through labor and delivery, if asked
  - Teach women good habits for personal hygiene and home maintenance
  - Providing transportation to all program activities, residents are responsible for arranging their own transportation to their job and medical appointments.
  - Be responsible for notification of appropriate people for medical & other emergencies, as well as the birth of her baby
  - Be responsible to hold and record monthly fire drills & tornado drills
  - Assist each resident in walking through her pregnancy.

### Minister to the social and emotional needs of the residents and their children

- Maintain an attitude that promotes availability to the women
- Help monitor leisure time activities
- Try to be aware of each woman's emotional needs; work to help them enter into activities of the home and improve their self-image
- Enforce house rules and discipline in a loving manner. Work with the Team to reinforce positive behaviors.
- Participate in formulating each resident's case plan, and review bi-weekly with the Care Team

- o Assist each resident in caring for her child, remembering she is the mother and you are a helper. Consistently keeping in mind the goal of our program being to create independent mothers will help to guide decisions of when and how to assist.
  
- Be responsible stewards of the financial and material gifts from God
  - o Assume responsibility for grocery shopping, staying within the budget set forth by the CEO, approved by the IWC Board and ensure proper food supply and management of funds
  - o Assure additional expenditures are approved by the House Director before any purchases are made.
  - o Maintain Selah Home vehicles, and house; as needed, notify the House Director of any repairs that need made by the house owner.
  - o Notify the House Director of any needed equipment, supplies, furniture, etc.
  
- Work as an effective team member within the various teams within the ministry
  - o Agree to and complete all required training offered and directed by the House Director or CEO, to become better informed in working with women who've experienced trauma and experience generational poverty.
  - o Attend any workshops or conferences that are recommended to increase skills and staff development.
    - Be responsible for working with the Executive Director/House Director to ensure that all city and state regulations are met

*The above describes the general nature of the job and is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions.*

**Number of hours per week:** 36+

**Rate of Pay:** Dependant on experience

**Benefits:** Private resident quarters and meals provided

*I have received a copy of this complete job description and employee handbook. I understand, affirm, and subscribe to the requirements, responsibilities, and duties of this job.*

---

**Employee**

---

**Date**

---

**House Director**

---

**Date**