



**CARE NET PREGNANCY CENTER OF DANE COUNTY
POSITION DESCRIPTION**

JOB TITLE

- **Title:** Relief TEH Residential House Staff
- Reports To: Residential Program Operations Manager
- Position Analyst: Chief Operating Officer
- Date Analyzed: 8/1/2017
- Wage Category: Shift
- Hours: 1-2 Overnight weekend shifts – 48 hours (includes sleeping hours)

JOB FUNCTION

The House staff has the responsibility for guidance and supervision of the residents of The Elizabeth House. This person is to be a role model and oversee the physical care of each resident, encourage acceptable habits and attitudes, foster a safe and warm community environment, manage resident behavior, and offer residential support with meeting the goals and objectives of any required service plan.

DUTIES & RESPONSIBILITIES – ESSENTIAL FUNCTION OF JOB

1. Oversee daily activity of residents.
2. Conduct room checks to facilitate care of building property as needed.
3. Maintain daily log entries of residents' activities.
4. May be asked to assist and orient new residents with becoming acquainted with the daily schedule and expectations of the program.
5. Oversee preparation of well-balanced meals.
6. Oversee preparation residents' room for new arrivals and for departures.
7. Oversee adherence to all policies and procedures.
8. Be willing to step in as emergency relief staff on occasions when needed.
9. Other duties as assigned by The Elizabeth House Director.

KNOWLEDGE, SKILLS & ABILITIES

- A. Service and people oriented, having the ability to relate to people of various economic and ethnic background in a friendly and professional manner.
- B. Ability to motivate and capable of handling crisis in a calm, professional manner.
- C. Excellent administrative abilities, able to see every detail through to the end.
- D. Able to work with and care for infants; workable knowledge of parenting education and child development.
- E. Able to deal with confidential information in a professional manner.
- F. Relies on experience and judgment to plan and accomplish goals; performing a variety of tasks and working under general supervision.
- G. Set an example of a loving Christian, able to guide and direct in crisis situations in a gentle and non-judgmental manner.
- H. Maintain a community environment that is joyful, relaxing and peaceful.

- I. Provide spiritual leadership to residents.
- J. Maintain an attitude that promotes community and availability to the women.
- K. Be willing to assist women through labor and delivery if staffing permits.
- L. Use good judgment in recognizing illness and problems associated with pregnancy, labor, etc.

JOB SPECIFICATIONS

- A. College degree preferred; minimum of a high school diploma.
- B. Background check required.
- C. At least one year experience in related field.
- D. Must complete Care Net's volunteer training.
- E. Show evidence of a personal relationship with Jesus Christ and demonstrate a strong Christian life.
- F. Have strong commitment to the mission of Care Net Pregnancy Center and be in full agreement with Care Net's Statements of Principles, Purpose and Faith and Mission and Values Statements.
- G. Attend church on a regular, weekly basis
- H. Dependent on Holy Spirit "Not by might, nor by power, but by My Spirit, says the Lord of Hosts."
Zech 4:6

**Please submit a cover letter and resume to Kristine Fischer @ kristinef@carenetdane.org.
No phone calls please. Applications will be accepted until the position is filled.**