



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

JOB TITLE

- **Title:** **Overnight Residence Life Advocate**
- **Reports To:** The Elizabeth House Director
- **Supervises:** Residents, some volunteer oversight
- **Date Analyzed:** 09/2019
- **Wage Category:** Non-exempt
- **Hours:** 1 to 5 Weekday overnight shifts (includes sleeping hours) starting tentatively at 5:00 p.m until 8:30 a.m. the following morning and 1to 4 weekend shifts (48 hrs. per month)

As a 24/7 residential facility, holiday coverage is shared by all residential staff.

JOB FUNCTION

This highly relational position shares responsibility for guidance and supervision of each resident of The Elizabeth House. This person oversees the physical care of each resident, encourages acceptable habits and attitudes, fosters a safe and warm community environment, manages resident behavior, and offers residents support to meet their program goals and objectives.

DUTIES & RESPONSIBILITIES – ESSENTIAL FUNCTION OF JOB

1. Oversee evening and/or weekend activities of residents
2. Work with program staff to welcome and orient new residents with becoming acquainted with the schedule and expectations of the program
3. Help residents maintain accountability regarding daily/weekly responsibilities, including meal planning and preparation, household cleanliness, and household safety
4. Support incentive program for resident goal achievement program. Document and communicate achievements to appropriate program staff.
5. Understand and follow all policies and procedures, including those regarding medical or other emergencies and onset of labor.
6. Be willing to step in as emergency relief staff on occasions when needed
7. Work with volunteers, including church groups, to support development of relationships with between volunteers, residents, and the ministry
8. Other duties as assigned

KNOWLEDGE, SKILLS & ABILITIES

- A. Service and people oriented, having the ability to relate to people of diverse cultures, including various economic and ethnic backgrounds, in a friendly and professional manner
- B. Ability to motivate and capable of handling crisis in a calm, professional manner. Training in Trauma-Informed Care preferred
- C. Able to deal with confidential information in a confidential manner

- D. Relies on experience and judgment to plan and accomplish goals; performing a variety of tasks and working under general supervision
- E. Take responsibility for the evening and/or weekend activities of the Home, prioritizing a caring relationship with residents while maintaining accountability to the program
- F. Promote a community environment that is joyful, relaxing and peaceful
- G. Provide spiritual leadership to residents as a loving Christian, able to guide and direct in crisis situations in a gentle and non-judgmental manner
- H. Able to work with and care for infants; workable knowledge of parenting education and child development
- I. Use good judgment in recognizing illness and problems associated with pregnancy, labor, etc.
- J. Manage donations of material goods for The Elizabeth House and oversee writing of thank you notes

JOB SPECIFICATIONS

- A. Post high school education required.
- B. Background check required
- C. At least 2 years' experience in social work, human services, or related field preferred
- D. Must show evidence of a personal relationship with Jesus Christ and demonstrate a strong Christian life.
- F. Must agree with and sign Care Net's Statements of Mission, Vision and Faith, Principles, Values, and Confidentiality
- G. Attend church on a regular basis
- H. Dependent on Holy Spirit "Not by might, nor by power, but by My Spirit, says the Lord of Hosts." Zech 4:6