

Assistant House Parent

Purpose for the Position:

The Assistant House Parent provides direct care and supervision of residents living in Ruth Harbor's home in cooperation with the Housing Directors to ensure safe, secure, Christ-centered living environment.

Job Responsibilities:

- Provide general supervision and direction to the residents in cooperation with the Housing Directors.
- Provide transportation for residents to appointments, school, or work using Ruth Harbor vehicles.
- Assist with planning meals and basic food preparation.
- Assist with cleaning as needed.
- Complete errands (supplies, groceries, gas, etc.) as needed.
- Serve in the role of House Manager when the regular, full-time House Parents are on vacation or during scheduled time away.
- Perform daily House Parent tasks as needed (daily log, medication log, etc.).
- Assist in organizing regular social and recreational activities for residents.
- Oversee the day-to-day functions of a Ruth Harbor residence including instructing and modeling desirable health and personal habits while demonstrating a Christian role model to residents.
- Assist in daily logs on each resident, briefly indicating both progress and problems.
- Ensure a safe environment for our residents, which means at times responding to crisis scenarios.
- Maintain healthy boundaries that build trust with residents and move them towards full, complete independence.
- Supervise and assist resident volunteers and work activities: mentoring, special classes, crafts, etc. within the home.
- Develop a continuous learning posture and participate in training and educational opportunities provided by Ruth Harbor for both personal and professional growth.

Expected Outcomes:

- To serve as a part of Ruth Harbor's team and contribute to the unity and excellence of the organization.
- To work in close cooperation with the Housing Directors to ensure the home is managed well and within clearly established guidelines.
- The ability to demonstrate love and acceptance to women and children from a wide variety of backgrounds and with various personal challenges.
- Gain an appreciation for the physical, emotional, and spiritual demands of this position and prioritize seasons of rest and rejuvenation to maintain personal health and vitality.

Job Requirements:

- A woman at least 23 years of age with a clear Christian testimony.
- A minimum of a high school diploma or equivalent.
- The ability and desire to work as a part of the team providing supervision and care to residents living in the home.
- Valid driver's license with a clear driving record.
- Ability to pass required background and drug tests.
- In full agreement with Ruth Harbor's Statement of Faith and capable of providing spiritual guidance to residents as needs arise.
- Comfortable working with women and children with various social, emotional, and mental challenges while professionally recognizing the limitations of this role.
- **Work effectively within a team environment.**
- The ability to stay overnight at a Ruth Harbor home when covering for House Parents on leave.

Reports to: Housing Directors

Decision Making: Authorized to make decisions within the parameters of the House Parent Handbook and/or in consultation with the Housing Directors.

Employee Status: This is a full-time position.

Application Information:

To apply for this position, send a cover letter and resume to Aimee Phillips at aimee@ruthharbor.org.