

# *The Hope Clinic*

## *Weekend Staff*

**REPORTS TO:** Housing Director

**SUPERVISES:** N/A

**HOURS:** Saturday 7:00 AM – Monday 7:00 AM

**JOB SUMMARY:** The Weekend Staff will be responsible for over-seeing the basic needs of the residents throughout the weekend and providing a safe environment for all residents and babies. This includes promoting nutritious cooking, regular house cleaning, and proper care of mother and baby. It also includes promoting healthy conversation fellowship, and prayer.

This position will be shared amongst a team of Weekend staff, with the estimation of working 1x/ month. A private room and bathroom will be available for the staff person to “live in” for the weekend. The staff person will be able to sleep during the night, with the expectation that if a mother needs help during the nighttime the staff member will be on call to assist her.

### **QUALIFICATIONS**

1. CNA license, associate degree or higher in nursing, human services or a related field preferred, or equivalent relevant work/life experience.
2. Expresses full agreement with The Hope Clinic’s mission statement, statement of faith, articles of incorporation and by-laws, demonstrating a life consistent with these principles.
3. Is dependable, stable, and capable of following through on commitments, highly skilled in interpersonal communication.
4. Is comfortable implementing plans and programs as designed by the Housing Director, and working with the Housing Director as needed to operate Margie’s Place and help residents achieve their desired goals.
5. Demonstrates a passion for the mission of the Hope Clinic (THC) to offer Christ-like love in a compassionate and responsive manner that values the family and empowers women and their partners to choose life.
6. Maintains a consistent life-affirming philosophy and would never refer or advise a woman to have an abortion.
7. Is firmly committed to keeping all information confidential, especially information related to clients.
8. Must have a valid driver’s license and legal car insurance.

### **PRIMARY RESPONSIBILITIES**

#### **Daily**

1. Make prayer an integral part of the day-to-day operation of the Home. Show Christ’s love in all interactions with clients, staff, donors, service providers and others.
2. Oversee the activities of each resident and of the house in general. Monitor house activities including exits and re-entry of residents throughout the day and/or night.
3. Help with meal preparations and participate in family meals with the residents.
4. Assist residents with meal planning and grocery shopping as appropriate.

5. Lead group outings with the residents that promote community interaction and cultural enrichment. Outings and activities will be planned with the assistance of the Housing Manager. This includes bringing residents to your church, or coordinating their transportation to another church of their choice, for worship services.
6. Provide documentation and detailed notes regarding the shift covered. Communicate any immediate needs to the Housing Manager.
7. Ensure the house is maintained in a clean and orderly manner. Notify the Housing Manager immediately of any issues requiring maintenance or repair.
8. Understand the workings of security and video systems, making sure they are activated properly at the end of the workday.
9. Suggest modifications to house rules and programs to the Housing Director as needed.
10. Be available to offer support to tired moms during night wakings. Assist residents with night feedings for their infants, as needed. **(for night shift only)**
11. Regular check-ins through the night to monitor safe sleep for the infants. No co-sleeping of mom and baby is allowed. **(for night shift only)**

### **Quarterly**

1. Attend in-service gatherings, as able.
2. Provide content for quarterly newsletter-- resident stories or information about Margie's Place

### **Yearly**

1. Attend the volunteer appreciation banquet, as able.
2. Support and attend the annual fundraising banquets, as able.
3. Attend professional development opportunities as requested by the ED.

### **Development**

1. Promote the work and goals of Margie's Place in interactions with friends, community groups and church family.
2. Host a table at one or both of THC banquets.

### **WAGES, HOURS, AND COMPENSATION**

1. This is an hourly position, working an expected 40 hours per week, with specific hours to be determined by the Housing Director. Additional hours may be required for attendance at in-service and training sessions and attendance at fundraisers. Hours worked in excess of 40 hours in any week will be compensated at 1.5 times the regular hourly rate.
2. Pay frequency is biweekly.
3. Annual performance evaluations will be completed as set forth in the employee handbook.
4. Salary increases will be based on performance, comparison to similar positions as indicated by Heartbeat International salary surveys, and availability of funds.
5. This position is entitled to paid time off for vacation, holidays, and sick days as set forth in the employee handbook.