

Home Manager

New Beginnings – A Home for Mothers

JOB DESCRIPTION

Position: *Home Manager* is a position at Christian Life Resources assigned to serve at New Beginnings - A Home for Mothers located in Milwaukee, Wisconsin (a not-for-profit organization sponsored by Christian Life Resources).

Description: The position of *Home Manager* is a part-time, hired position assigned to oversee the day-to-day operations of New Beginnings – A Home for Mothers.

Job Requirements:

Spirituality: The *Home Manager* must possess a deep level of spirituality, a love for God, His Word, and His people. The *Home Manager* must accept the doctrine and be in good standing with a congregation in fellowship with the Wisconsin Evangelical Lutheran Synod.

Gospel Ministry: While the ministry of New Beginnings provides valuable and necessary training in many secular concerns, all operations are to emanate from and point to the Word of God. The *Home Manager* is expected to model the principles of Scripture in her actions and words. The *Home Manager* is to correctly administer God's Law and Gospel for the present and future betterment of all the residents. The ultimate goal of all operations is to help each resident cherish the salvation they have through Jesus Christ and walk closer with and in obedience to the precepts of God as an expression of their allegiance to God and appreciation for the sacrifice made for their salvation.

Gender: The governing boards of Christian Life Resources and New Beginnings have recognized the importance of a woman filling the position of *Home Manager*. The individual may be either single or married.

Interpersonal Skills: The *Home Manager* is expected to serve with a level of discipline reflecting an allegiance to the mission and vision statements of Christian Life Resources as reflected in the ministry of New Beginnings. She must work well with, and under the direction of, the *Executive Director* of New Beginnings, as well as other New Beginnings and Christian Life Resources staff members to both receive and serve as an encouragement for each other.

Ability to Work Well with Teens and Single Mothers of Lower Income: An inability and/or dislike for working with teens and single mothers would make it impossible for anyone to serve in this capacity. "Working well" does not mean one must have all the answers but that one enjoys the opportunities and can face the particular challenges of working with single mothers of lower income.

Scheduled Work Hours: The *Home Manager* is an hourly position. The *Home Manager* will be expected to work 25-30 hours per week with a minimum of two days per week spent in-person at New Beginnings. Remaining work hours may be spent

working from home if desired.

Responsibilities:

General:

- Monthly Schedule: Create and maintain a monthly schedule to track working hours for staff and volunteers, as well as all other New Beginnings related events, including weekly staff meetings. The intention is to coordinate a schedule that ensures the Home is staffed 24 hours a day, 365 days per year. Appropriate overlap for effective communication and transition should be factored into the schedule.
- Maintenance Concerns: The *Home Manager* will assure that all maintenance concerns are handled promptly, professionally, and completely. This would include communicating with other staff, volunteers, and residents over routine maintenance concerns, as well as communication and performance review of subcontracted maintenance concerns. This also includes tracking and following up on all scheduled maintenance concerns (i.e., pest control, clean carpets, etc.). The *Home Manager* is to assist the *Executive Director* in the budget process by anticipating large maintenance expenses so that it can be planned for and incorporated into the budget. The *Home Manager* is not expected to perform the maintenance as much as to assure that it is being done.
- Facilitate Program Events: The *Home Manager*, in coordination with the *Executive Director* and other staff as applicable, will oversee the majority of program activities, on-site and off-site, to assure they are carried out correctly and consistent with the vision of the organization. Such activities include but are not limited to Friendship Sunday attendance, field trips, baby showers, etc.
- Working with Staff: The *Home Manager*, in coordination with the *Executive Director*, oversees all paid and volunteer staff at New Beginnings. This includes the *Case Manager*, *Outreach Manager*, *Relief Staff*, and others who are hired, sub-contracted, or volunteer to work for New Beginnings.
- Expenses/Purchasing: The *Home Manager* will make an estimated monthly expense list for the *Executive Director* to review/approve and to assure that information is shared on a timetable established by the Christian Life Resources Office Manager. The *Home Manager* will have primary responsibility for making any purchases needed for the Home.
- Office Hours: The *Home Manager* will share responsibility with other New Beginnings staff members to make sure the office is staffed during regular business hours. These scheduled office hours will include assuring that any inquiries (e.g. phone calls, emails, etc.) related to New Beginnings are handled and/or delegated to others.
- Guidance and Enforcement: The *Home Manager*, in coordination with the *Executive Director*, works with the staff at New Beginnings to assure rules are being followed. When necessary, the *Home Manager* will support or take the lead in assuring rules are being kept and in the fair allocation of consequences

as encouragement for compliance to the rules and policies for residents, volunteers, and staff.

- **Building Security:** The *Home Manager* oversees the security of the facility and those who work and live there. This includes assuring that doors are locked, security cameras are checked regularly, security routines are regularly reviewed with staff and residents, and any suspicious or potentially dangerous activity is immediately reported to law enforcement officials.

Spiritual Development: Both conduct and assist as needed with conducting daily devotions and weekly Bible studies. Identify areas of concern that require spiritual training for the residents and work with the *Executive Director* to develop strategies to address those needs.

Resident Assistance: Work cooperatively with the *Case Manager* to accomplish the following duties: meet regularly with residents to check their progress towards established goals; discuss and arrange for adoption counseling when appropriate; perform informal peer-counseling and refer appropriate residents to the professional counseling services provided through Christian Family Solutions; assist residents in applying for public assistance (Wisconsin Works (W-2)/Food Stamps/WIC/BadgerCare); and mentor residents either personally, through other paid or volunteer staff, or through a subcontracted service.

Other: Invariably other responsibilities surface as the program continues to mature. The *Home Manager* is responsible to assure that all responsibilities are met. She is to coordinate that effort with the *Executive Director*.

Special Note: As a general rule, the *Staff* should NOT provide childcare services or personal transportation for residents. Residents are encouraged to find their own childcare services and to use public transportation. If New Beginnings owns vehicles, they are to be used for transporting some or all of the residents to church or other New Beginnings group events. Only under extraordinary circumstances should staff provide transportation services for a resident. Under no circumstances are residents permitted to operate vehicles owned by New Beginnings.

Reporting Responsibilities: The *Home Manager* reports directly to the *Executive Director*. She is also responsible to the New Beginnings' Board of Directors and ultimately to the National Director of Christian Life Resources.

Compensation/Benefits: The starting wage will be established by the national office of Christian Life Resources commensurate with experience. The *Home Manager* is a part-time position (approximately 25-30 hours/week).

Please contact Tabitha Schroeder, Executive Director, at (414) 376-0595 or tabithas@homeformothers.com for additional information on the position and/or for an application.

For additional information on *New Beginnings – A Home for Mothers*, please visit www.homeformothers.com.