

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 full-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, and 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 walk closer with and in obedience to the precepts of God and to cherish the salvation they have through Jesus Christ.

Gender: The governing boards of Christian Life Resources and New Beginnings have recognized the importance of a woman filling the position of *Home Manager*.

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: "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 basic hours the *Home Manager* will be expected to work, are 8:00am-4:30pm Monday-Friday (allowing for a 30-minute lunch). This is a salaried position and there will be additional hours outside of the typical "workday." The *Home Manager* will develop a bi-weekly schedule and share it with the staff and others as appropriate. 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.

Responsibilities:

General:

- Screening Applicants: Applicants for residency and participation in the New Beginnings ministry are screened by the *Case Manager*, or, when the *Case Manager* is unable to do so, then by the *Volunteer Coordinator*. The *Home Manager* may also conduct or participate in the interviews if needed or desired. The *Home Manager* will then present the compiled application forms with her recommendation to the Application Committee, which consists of the *Executive Director* and Board Chairwoman. The *CLR National Director* may also serve on the Application Committee as needed.
- Monthly Schedule: Create and maintain a monthly schedule to track working hours for staff, as well as all other New Beginnings-related events.
- 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, scheduling, and performance review of subcontracted 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 they can be planned for and incorporated into the budget. It is presumed that other than routine “housekeeping” maintenance, all such concerns will be handled by volunteers or subcontracted services. The *Home Manager* is not expected to perform the maintenance as much as to assure that it is being done.
- Office/Home Needs: The *Home Manager* will be responsible for updating the New Beginnings wish list/needs list as well as registries. The *Home Manager* will also be responsible for keeping office supplies stocked and ordering items for the home when needed.
- Facilitate Program Events: The *Home Manager* will oversee all 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, etc. The *Home Manager* will also have primary responsibility for coordinating any promotional events that take place at New Beginnings. Usually, planning these events will also involve the assistance of the *Executive Director*.
- Weekly Staff Meetings: The *Home Manager* will coordinate efforts with the *Executive Director* to plan weekly staff meetings. The meetings will be run by the *Home Manager*. Weekly Staff Meetings should include reviewing the schedule of regular and special events, such as daily devotions, weekly group sessions, weekly individual Bible studies, weekly apartment checks, etc.
- Working with Staff: The *Home Manager* is the direct link with all paid staff at New Beginnings. The *Volunteer Coordinator* serves that role with all volunteer

staff at New Beginnings. The *Home Manager* has supervisory responsibilities subject to the direction of the *Executive Director*.

- **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 also track spending on gift cards and the New Beginnings Credit Card in an expense report each month.
- **Inquiries of New Beginnings:** The *Home Manager* will be primarily responsible for ensuring all inquiries coming in through the INFO email, as well as those that come by phone, fax, or letter, are handled. Most often she will handle them herself, though she may delegate them as deemed necessary. The *Home Manager* will be the primary person responsible for answering the phone unless a volunteer is found to handle such receptionist responsibilities. All inquiries relating to the financial support of New Beginnings will be passed on to the *Executive Director*.
- **Guidance and Enforcement:** The *Home Manager* works with the staff at New Beginnings to assure programming and 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 with the rules and policies for residents, volunteers, and staff.
- **Transportation:** The *Home Manager* will work with New Beginnings staff and volunteers to ensure the provision of transportation to worship services, doctor's appointments, group grocery store trips, etc. The residents are strongly encouraged to use public transportation options where possible. Should New Beginnings acquire its own vehicle, the *Home Manager* may assist in driving responsibilities for special trips involving most or all residents and/or staff.
- **Building Security:** The *Home Manager* is primarily responsible for 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 daily devotions and weekly Bible studies for residents. Work closely with the *Spiritual Advisor* on the New Beginnings board as well as the *Executive Director* to identify areas of concern that require spiritual training for the residents and 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 for ensuring 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 staff personal vehicles or 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 full-time salaried position (approximately 40 hours/week) and has benefits associated with full-time employment (insurance, vacations, holidays, etc.).

Please contact Madison Schulz at
(414) 376-0595 or madisons@homeformothers.com
for additional information on the position and/or an application.

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