**HOUSE MOTHER**

**Summary**

Faith Farm Ministries’ Eastham Home for Women seeks a Full Time **House Mother** to work directly with the women in our residential addiction recovery program. House Mother’s primary duty is to focus on the emotional wellbeing, education and training of the women in the program. The house mother oversees the women’s daily activities and schedules and holds them accountable. This role offers a feeling of safety for the women through mentoring and discipleship. This person will help in a variety of ways throughout the day through means of setting appointments, assigning tasks and general care of the women in the program (students). It is required for this position to live on the campus at the Eastham Home for Women. Housing is for one person only.

**Essential Duties and Responsibilities**

1. Maintain current statuses of students for passes, phone calls, classes and schedules.
2. Assist with doctor appointments, probation schedules, medical and legal issues, as well as all other appointments.
3. Maintain house related notices, correspondence, schedules and information.
4. Collect and distribute mail each day for staff and students.
5. Responsible for maintaining inventory, the ordering of supplies, and shopping for all women’s program ministry needs.
6. Maintain academic class schedules and ensure completed documentation of each class.
7. Maintain the CWT schedules of each student, ensuring all training is completed and documented.
8. Assist with money counts, deposits, petty cash reconciliation.
9. Teaching of classes and overseeing computer lab during transition time.
10. Assist with special events, sale days, graduations and any other ministry related events/ promotions.

**Other Duties & Ministerial Duties**

Faith Farm serves God and furthers the mission of Jesus by providing hands-on training on integrating religious discipline into the students’ lives, including their work life. Consequently, the staff positions at Faith Farm require applicants with the religious training and experience necessary to create a discipleship environment in a workplace, to instill religious discipline and a prayerful attitude toward work, to lead prayer as needed throughout the work day to keep students on track, and to teach the application of the Biblical doctrine into everyday life, as well as to minister to the students as their religious needs and skills evolve. In addition, staff members will lead regular Bible studies and provide as needed religious counseling on campus.

**Competencies**

1. Technical Capacity- Must be computer literate, ability to use most office equipment.
2. Interpersonal Skills- Maintains confidentiality and demonstrates willingness to work as a team.
3. Christian Faith- Firm foundation and understanding of biblical truth.
4. Problem Solving & Critical Thinking- Ability to use logic, identifying strengths and weaknesses to various alternative solutions, conclusions and effectively reason any problems which occur.
5. Quality Control- Monitors individual work to ensure accuracy and quality of work.
6. Dependability- Follows instruction & responds to management direction. Maintains confidentiality at all times.

**Supervisory Responsibilities**

This position has no staff supervisory responsibilities only that of the students within the women’s program.

**Required Education and Experience**

1. High school diploma.
2. Two or more years of related experience.

**Preferred Education and Experience**

1. Associate’s Degree.
2. Five or more years of related work preferred.
3. Ministry leadership.

**Additional Eligibility Qualifications**

None required for this position.

**Work Environment**

This job operates in an office and home-like environment. Ability to use office equipment such as a phone, computer, fax, copier, etc is vital.

**Physical Demands**

This role incorporates sitting, standing, walking, bending. Some lifting of heavier items is required.

**Position Type and Expected Hours of Work**

This position requires five working days / 40 hours per week.

**Travel**

Some local travel is expected when shopping for supplies, lifting students to and from appointments or events.