



Job Description

Position Title: Resident Director

Reports to: Program Director

Status: Full-time

Classification: Non-Exempt

Last updated: December 2021

Organization Mission and Core Values

The mission of Expect Hope is to provide a supportive residence for expectant women while they build self-sustainable lives founded on faith in Jesus Christ.

1. Preeminence of Christ

Jesus is first and foremost in everything related to Expect Hope. He is “the head of all rule and authority” and we look to His example of absolute righteousness as the standard for moral values, attitudes, behavior, and life choices. (Colossians 1:15-23, Colossians 2:10)

2. Authority of Scripture

The moral standard revealed by God in the Bible is absolute and informs how we are to relate to our Creator and all others. (Matthew 22:37-40)

3. Sanctity of Life

Each human life begins at the moment of conception, regardless of the circumstances, and every conceived child bears the image of God. The child is His creation who should be protected and cherished. (Psalm 139:13-16)

4. Unified Leadership

God is glorified when leaders are united in the wisdom that comes from Christ Himself. We “make every effort to keep the unity of the Spirit through the bond of peace” by cultivating a posture that acknowledges and defers to His presence. (1 Corinthians 1:30; Ephesians 4:3)

5. Empowerment of Mothers

Mothers are empowered by the building of capital and opportunity. This includes increasing social connections, tangible property, employable skills, and laying a strong spiritual foundation, all of which results in the alleviation of economic, relational, and spiritual poverty. (Zechariah 7:9-10, Micah 6:8, Job 31:16-23)

6. Advancing Effective Partnerships

The church, an expression of Jesus and his primary agent of change, proclaims the message of reconciliation with God and love for neighbor. We appreciate the strength and beauty that comes when all parts of the body of Christ work together to accomplish his purposes. Our partnership with Christ-honoring churches and private sponsors is a great source of encouragement as together we provide support for expectant women. (Acts 1:8; 2 Corinthians 8:1-15)

Position Description

The Resident Director responsibilities include supervising daily house management, creating a nurturing and warm environment for the mothers and babies, ensuring that residents complete household responsibilities, and enforcing house policies by correcting and teaching residents and giving consequences when necessary. The Resident Director will mentor and disciple residents as well as educate them in life skills and parenting skills. The Resident Director must be able to work and thrive in a highly collaborative environment. Performs other duties as assigned by the Program Director.

Particular Responsibilities:

Work within the Team

- Be a team member in seeing that the philosophy, purpose, and objectives of the house are being implemented with each resident
- Be a team member under the direction of the Program Director.
- Be punctual, attend, and actively participate in all staff meetings, trainings, and special functions
- Maintain a Christ-centered environment that is joyful, relaxing, and peaceful.
- Represent the home by making presentations to local churches and other groups on occasion.
- Listen to podcasts on a weekly basis, sharing takeaways and applications with the team.
- Attend all workshops or conferences that are recommended to increase skills and staff development.
- Be on call at all times to provide coverage for the home in the event of an emergency
- Maintain confidentiality for every resident and her child and every aspect of the program.
- Participate in occasional fundraising events - help plan, set up, tear down, present, run information tables
- Model a life lived in submission to and worship of Jesus Christ

Serve the Residents

- Be a supportive, loving friend to each of the residents living in the home while maintaining a professional distance.
- Be encouraging and help each resident to learn to live with and adjust to the rights and responsibilities that come with being a member of the household
- Be an active member of the household, engaging with the mothers and their babies
- Maintain an attitude that promotes availability to the residents

- Assist residents with homework, life skills work, or Bible studies as needed
- Have the responsibility for the day-to-day activities of the home and care of the residents
- Conduct room checks and chore checks consistently in a respectful and thorough manner
- Help the residents meet appointments and other responsibilities. Know where each resident is when she is outside the home.
- Monitor leisure time activities, including TV, computer (internet), music, and phone use to ensure that all forms of entertainment align with the Christ-centered nature of the program.
- Provide a means of approved physical exercise and recreation for the residents.
- Assist each mother in developing her gifts and talents by recognizing such gifts and lending encouragement and praise.
- Provide individual attention to mothers as needed and be aware of each resident's emotional needs.
- Be willing to assist mothers through labor and delivery, if birth coach is unavailable.
- Teach residents good habits for personal hygiene and dress etiquette.
- Assist in teaching and coordinating Bible classes, life skills classes, weekly activities, and monthly outings
- Assist each resident in all aspects of caring for her child.
- Identify problem areas in mothers' parenting skills and cooperate with the team to develop an improvement plan.

Manage the Home

- Maintain a comfortable, clean, and nurturing home, with the assistance of the residents.
- Record daily notes and documentation in case management software.
- Record incoming material donations and supplies.
- Maintain accurate inventory lists of the home.
- Run errands and make approved purchases as necessary
- Plan, cook, and supervise preparation of well-balanced meals. Keep log of meals served.
- Along with other members of the house staff, be responsible for answering the phone and conveying messages.
- Ensure that only approved guests enter the home and maintain Visitor Log
- Update and maintain a needs list for the home.
- Be responsible for upkeep and maintenance of outside grounds, with the assistance of the other house staff and residents.
- Submit weekly reflections on service

Qualifications:

- Be a committed follower of Jesus Christ
- Be a member of church that aligns with the statement of faith of Expect Hope
- Be capable of providing leadership and spiritual guidance to residents and team members by word and deed
- Demonstrate a strong commitment to the sanctity of life
- Be a person of demonstrated integrity, maturity, and sound judgment
- Have excellent written and verbal communication skills (bilingual ability in English and Spanish preferred)
- Have an associate degree (Bachelor's preferred) or commensurate experience

Work Environment and Team Culture

Each Expect Hope team member is intentional to promote our staff culture. We take ownership over these values and promote them daily. We hold each other accountable in this effort. The staff culture of Expect Hope is comprised of 1) Arming ourselves Spiritually through worship, prayer, and Scripture; 2) Being faithful to our callings through education, strategy, and follow-through; and 3) Preserving the Bonds of Peace through relationship, compassion, and resiliency.

Job Hours and Location

Available as a full-time opportunity. The weekly work schedule requires an average of 35 waking hours in addition to two overnight stays of unpaid hours. The location is at the Expect Hope home in the Bronx, NY. The work attire is casual.

Starting Date: December 2021

Compensation and Benefits: Compensation is on an hourly basis and negotiable based on experience.

Please Note:

The above job description is intended to describe the general nature and level of service of an employee in this position. This is not intended to be an exhaustive list of all responsibilities and qualifications. Other duties may be added and this job description may be amended at any time.