

**SEVERAL SOURCES SHELTERS, INC.**  
**Ramsey, NJ 07446**

**HOUSEMOTHER JOB DESCRIPTION**

**Reports to Manager Office of Maternal Child Care**

**PURPOSE:**

The position of the Several Sources Housemothers has two critical roles: To offer spiritual and emotional support to our pregnant mothers and their little ones through day to day management skills to enforce the Several Sources Shelters' Rules in the shelter with the young mothers in a 24 hour residential program. As a non-profit Pro-Life Organization, a large percentage of the HM time will be devoted to assisting in the fundraising efforts of the Several Sources Shelters. This includes attending church functions, mailings, and varied other fundraising events. (Note: the mothers may stay until the child is one year old).

**REQUIREMENTS:**

Several Sources Shelters is seeking a minimum of one (1) year as Housemother. The candidate must have a valid driver's license.

**Note” This is a Live in Position.**

**RESPONSIBILITIES:**

- Listen to and be an emotional support person to the mothers
- As a good Christian role model, help the young mothers to understand that Chastity and trying to live by God's laws can lead to a more peaceful and fulfilling life for them
- Enforce the Several Sources rules in the Several Sources household and ensure that the proper clothing is worn by the mothers at all times.
- Conduct **nightly** prayer and ensure that mothers attend their **weekly** Bible study and other Several Sources programs
- Using risk management techniques, provide a safe and clean environment for the mothers and babies
- Assist with the Several Sources **24 hour Hotline** for Pregnant Women and maintain hotline log books with data from each phone call.
- Accompany mothers at their request during their sonograms and any necessary medical tests.
- Ensure that a **copy of the birth plan has been drafted by the SSS mother with the Doula and copies are in the possession of the mother and the HM** . Assist mother when she notifies the SSS Doula of the impending birth of her baby. Ensure the mother has prepared her hospital bag three weeks before her due date and that a copy of the Birth Plan is also in her hospital bag.

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- Development Work: Establish a good working relationship with local community volunteers etc.
- A Housemother is expected & encouraged to take photographs at events or her individual houses and gather hand written thank you letters from the young mothers immediately after the births of their babies and ensure that these letters are given to Exec Asst.
- Supervise Housemother in Training to help in the day to day operations of the shelter
- Act as liaison to Social Service agencies and mental health providers to help facilitate services necessary for the mothers, receiving assistance & support from the advocate
- Safely drive mothers and babies to various locations in a timely fashion. Maintain car(s) in order to ensure safety of the vehicle(s).
- Attend church speaking engagements. Prepare mothers for churches, baby showers and other events, again wearing proper clothing and bringing necessary baby supplies.
- Help enroll young mothers in local high school and other available educational programs, always with the Manager's input and guidance. Ensure that a weekly report including any test scores, absences and skills learned is sent in a timely fashion to the Mgr. Community Affairs.
- Coordinate home visits with parents of the young mothers and promote an environment which promotes the reunion of the family as quickly and consistently as possible
- When necessary, work with the Advocate to communicate with the mothers through the Several Sources Shelter experiences and community.
- Distribute weekly food certificates. Oversee day to day living expenses through a Petty Cash account within the guidelines of the accounting dept.
- Identify household repair problems and advise Manager OMCC. If there is a major problem, such as no heat, you would immediately call the appropriate repair service number so prompt corrective action can be taken. The numbers to call should be displayed in the individual shelter offices.
- Assist with the Community work at Airmount shelter making one-time packages, sorting donations, making hotline kits, recycling church flyers, etc. This work is done during the day when there are no appointments etc to take the mothers to. Assist Development Manager in mailings from time to time.
- The Housemother is responsible to make sure the fax machine, telephones, printers and computer are kept functional, such as replacing ink cartridges etc in her assigned shelter.

### **Discretionary Responsibilities Listed Below**

- 1. Housemother will exercise her discretion/independent judgment regarding donations of used clothing, baby items and toy donations, whether to keep or give to Goodwill and/or to Salvation Army.**
- 2. Housemother will exercise her discretion/independent judgment regarding adding items to HM weekly meeting. Items suggested must be submitted to her supervisor one week prior to meeting.**
- 3. Housemother will exercise her discretion/independent judgment regarding Hotline Kits, replenishing individual items and completing kits.**
- 4. Housemother will exercise her discretion/independent judgment regarding the involvement of the residents Advocate due to behavioral issues. The HM/AHM will go to her immediate supervisor prior to calling the Advocate.**
- 5. Housemother will exercise her discretion/independent judgment regarding the purchase of faith based videos, books & music for the residents.**
- 6. Housemother will exercise her discretion/independent judgment regarding suggestions to and improvements regarding the OMCC Policy Manual, OMCC Procedures Manual and the Rules and which the residents must live by.**
- 7. Housemother will exercise her discretion/independent judgment regarding the weekly HM responsibility schedule and daily tasks.**
- 8. Housemother will exercise her discretion/independent judgment regarding the approval of residents' overnight/day visit requests, dependent on resident behavior.**
- 9. Housemother will exercise her discretion/independent judgment regarding resident recreational activities including swimming, trips to parks, mall, movies, dinning/take out, dependent on residents' behavior.**
- 10. Housemother will exercise her discretion/independent judgment regarding the supervision of the \$20,000 annual Housemother/Assistant Housemother Petty Cash account.**

## HOUSEMOTHER OPENINGS

**Annual Salary:     \$23,660.00**

Benefits:           50% of the premium up to a maximum of  
\$2000 per year, payable \$500 per quarter  
towards HMO of your choice

3 Weeks vacation after 1 year

7 Holidays (refer to Employee Handbook)

Five Floater/Personal Days

Use of Vehicle and insurance for vehicle on days off –  
\*\*\* when a vehicle is available\*\*\*

2 days off per week

While this is a permanent position within Several Sources Shelters, since it is so difficult to find qualified candidates, we will be willing to offer the position on a one or two year basis in order to meet our needs and in order to give the qualified candidate experience in a challenging pro-life Christian environment.

Currently, Several Sources Shelters has three residential homes in suburban locations which shelter up to three young mothers and their babies at one time. The Several Sources Mothers can stay up to one year after their babies are born.

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