



## House Parent's Goal:

The House Parent's Goal is to establish a loving, supportive, Christian home environment, to facilitate and minister to women who are in a crisis pregnancy circumstance. To offer parental aid in developing the physical, mental, emotional, and spiritual well being of the client(s) at Rachel's Home.

## House Parent's Duties: (include, but are not limited to)

- ☐ The House Parent(s) must reside at the home full time, without children.
- ☐ Ensure the home is adequately supplied with common household items paid for by the ministry.
- ☐ Handle basic household maintenance such as, mowing the lawn, changing furnace filters, shoveling snow, changing the fire extinguishers, testing and replacing fire alarms, etc ... In the event of having only a House Mother the the Executive Director will assist in some of these duties.
- ☐ Incorporate each client as part of the Rachel's Home family.
  - Nurture and guide in godly living that results in a responsible and productive lifestyle.
  - Develop household chores for the client(s) and ensure the house is presentable.
  - See that "House Rules" are followed.
  - See that the daily schedule is followed as determined by the House Parent(s).
  - Plan and oversee family meals, which includes the client(s).
  - Communicate with each client's outsource support person. (If applicable)
  - Help to assist each client to get the most out of the program(s) they are involved in.
  - Work with outsource support personnel on visits and other actives as needed.
  - Be available to the client(s) for practical instruction, listening, comforting, and encouragement.
  - Communicate with school personnel about the client's education. (If applicable)
- ☐ Strive to create an atmosphere that encourages a relationship with Jesus Christ.
  - Plan a family devotional time, to instruct and encourage the client(s) towards Christian living.
  - Pray with/for the client's needs, development, and problems.
  - Share godly principles, ethics, and morals, in every day activities.
  - Attend church regularly, and transport the client(s) to church, as needed.
- ☐ The House Parent(s) will communicate with the Executive Director as follows.
  - Regular Staff meetings, and other meetings when indicated.
  - Coordinate with the Executive Director/Board Member(s) in interviewing and facilitating new client(s).
  - Participate in interviews with any volunteer(s) when it relates to the home.
  - Contact the Executive Director, for ministry issues and concerns as needed.
  - Coordinate with the Executive Director concerning relief House Parent's schedules, and time off.[If we have no Executive Director a Board Member will be designated to meet with the House Parent(s).]
- ☐ Give a written report of phone calls, actives, issues and concerns during scheduled staff meetings.
- ☐ Be available to perform office tasks, and responsibilities when able.
- ☐ When available represent Rachel's Home at churches, businesses, social groups, functions, and events. To raise awareness of Rachel's Home, and encourage, financial, volunteer, and material donations.
- ☐ Ensure conduct throughout the ministry follows the law as well as biblical ethics and morals.

**House Parent's Salary:**

The House Parent(s) will be paid after all other bills and responsibilities are paid. The House Parent(s) will be paid \$300 a month + 10% of their fundraising. House Parents will be paid on the 5<sup>th</sup> and 20<sup>th</sup> of each month, provided funds are available. If Rachel's Home does not have the funds available it will pay the House Parent(s) an accumulative payment when the funds are available. Note: That although the amount may not seem much the House Parents will only have to pay for personal items while living at the house.

**Home Phone Usage:**

The phone will be in the name of Rachel's Home and the bill will be paid by Rachel's Home, excluding any personal long distance calls by the House Parent(s).

**Home Utilities:**

The utilities will be paid by Rachel's Home, and any utility bills that incur an unusually high increase will need to be reported on and discussed at staff meetings.

**Automobile Usage:**

Rachel's Home will provide a vehicle and gas, to be used in conducting Rachel's Home business. The House Parent(s) are encouraged to keep a vehicle log.

**Home Food Allowance:**

The House Parent(s) will be given a food allowance based on the number of residence, and paid on the 5<sup>th</sup> and 20<sup>th</sup> of each month. For the House Parent(s) alone \$50.00, with 1 client \$65.00, with 2 clients \$80.00, with 3 clients \$95.00, and with 4 clients \$110.00. Most of the clients at Rachel's Home qualify for food stamps, and W.I.C. However, it is up to the House Parent(s) to encourage or discourage the sharing of the client's food.

**Time Off:**

Provided the presence of Relief House Parent(s), the House Parent(s) will have 1 three day weekend a month off, 1 evening a week, and 1 morning or afternoon a week off. These times can vary at the House Parent(s) request provided adequate relief is available, and the Executive Director has been apprised of the change.

**Vacation:**

A 2 week vacation is allowed after the first year, and each year after, then a 3 week vacation after five years, and onward. Vacation time is required and non-accumulative.

**Sick Leave:**

Sick leave applies only to a surgery or illness causing a temporary disability and requiring a time of recovery ordered by a doctor. Rachel's home will provided up to 4 week of sick leave with pay provided there are clients, and only room and board if there are no clients.

**Insurance:**

The House Parent(s) will be responsible for their own health insurance.

**Raises:**

The Board of Directors will consider any raise for the House Parent(s) after each year of service is reviewed.

**Commitment:**

Rachel's Home requires a 1 year commitment from any House Parent(s) receiving a salary. Rachel's Home does not require a 1 year commitment from any House Parent(s) who volunteer and do not receive a salary.

**Educational Opportunities:**

Rachel's Home will pay for 1 seminar a year provided the funds are available.