



**HOPE HOUSE CAÑON CITY
JOB DESCRIPTION**

Mission Statement: Hope House Cañon City (“HHCC”) empowers parenting teenage moms to achieve personal and economic self-sufficiency and to understand their significance in God’s sight, resulting in a healthy future for them and for their children.

Position Title: Parenting & Residential Advisor	Full or Part Time: Part-time, Salaried, Exempt
Reports To: Executive Director	Salary Range: \$20-22k/yr part-time (22 hrs/wk)
Department: Program	Benefits: 60 hours of annual paid time off

Work Environment: This role is expected to work 22 hours/week on the HHCC campus, except when offsite for HHCC work-related purposes. Existing schedule is primarily weekend hours, for instance Saturday 8am-5pm, Sunday 12pm-5pm, and includes two evening shifts each week (4pm-8pm or 5pm-9pm). These hours are potentially negotiable and we will work together to find time where all Program Staff can meet together.

Position Summary: The Parenting & Residential Advisor (PRA) works with our staff as a unified team at Hope House Canon City to provide encouragement and support for young mothers and their children living in the Hope House residence, with the focus of building relationships and helping clients to become self-sufficient. The PRA also specifically will provide parenting education and support, as well as individual parenting coaching for our teen moms, ultimately driving growth in the Parenting Domain of our Self-Sufficiency rubric. The PRA supports teen moms in incorporating parenting skills within the home.

Requirements:

- Committed to continually working towards the mission and guiding principles of Hope House Cañon City and sharing the love of Christ in words and actions.
- Applicant must have a valid driver’s license and current automobile insurance.
- Must pass background and motor-vehicle record checks.
- Must have excellent communication skills and the ability to work well with others.
- Exercises good judgment in a variety of situations.
- Minimum of an associate degree in a human services or child development field is preferred.

Desired Skills and Attributes:

- Experience working with at risk populations, preferably teenage mothers, is valued.
- An understanding of human service rules and regulations is valued.

- Good leadership skills and the ability to work well with others.
- Excellent written and verbal communication skills.
- Minimum of two years' experience in parenting education, child development, behavioral therapy and/or other similarly related field.
- Experience providing behavioral intervention techniques and skills for children for implementation in classroom and/or home settings.

Essential Duties/Responsibilities:

- Administer intake assessments in the parenting domain of the rubric, and help develop parenting goals with the Program team.
- Provide individual parenting coaching to teen moms addressing child development, behavior and discipline.
- Teach parenting classes 3-4 times per year.
- Develop and support individualized parenting plans with teen moms in the residential home and actively communicate and collaborate with Program Team for optimal support.
- Provide education and support to teen moms pregnant with a subsequent child and work closely with the Program Team to provide support for moms experiencing pregnancy related depression.
- Act as a resource for staff regarding child development and needs.
- Ensure a safe and secure environment by maintaining safety procedures and helping residents follow the safety guidelines.
- Help provide a structured environment by helping residents maintain the daily schedule.
- Help keep the house staffed 24/7 by working with shift volunteers.
- Provide opportunities for residents to build community and look for opportunities to share faith.

Other Duties and Responsibilities:

- Promote the values of HHCC throughout the organization and external relationships.
- Share their faith in everyday moments with residents and offer opportunities for residents to grow in their faith and to understand their value in God's sight.
- Attend team and organizational meetings, activities, and events.
- Collaborate with HHCC staff and perform job duties to advance the organization's mission and vision.
- Demonstrate ability to work independently and within a team, seeking guidance as appropriate.
- Comply with all organizational policies and procedures.

Competencies:

- **Decision Making:** Makes timely, informed decisions that take into account the facts, goals, constraints, and risks.
- **Problem Solving:** Partners with clients to identify and resolve complex or sensitive issues; resolves difficult or complicated challenges.
- **Accountability & Dependableness:** Takes personal responsibility for the quality and timeliness of work, and achieves results with little oversight.
- **Ethics & Integrity:** Earns others' trust and respect through consistent honesty and professionalism in all interactions.
- **Results Focus & Initiative:** Focuses on results and desired outcomes and how best to achieve them. Gets the job done.
- **Stress Tolerance:** Maintains composure in highly stressful or adverse situations.
- **Tact:** Diplomatically handles challenging or tense interpersonal situations.
- **Relationship Building:** Builds constructive working relationships characterized by a high level of acceptance, cooperation, and mutual respect.

- **Values Diversity:** Helps create an environment that embraces and appreciates diversity.
- **Enforcing rules & regulations:** Enforces rules and regulations and initiates enforcement in a way that is perceived as fair, objective, and reasonable.
- **Coaching & Mentoring:** Enables teen moms to grow and succeed through feedback, instruction, and encouragement.

Supervisory Duties:

None

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to sit, stand, and walk as well as bend, squat, and climb stairs. The employee must occasionally lift and/or move up to 25 pounds.

NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with this position. We are a team and support each other in all ways necessary to continue working toward our mission.

It is the policy of Hope House Cañon City to prohibit discrimination on the basis of age, race, sex, color, religion, national origin, disability, military status, genetic information, gender identity or expression, sexual orientation, or any other characteristic protected by state or local law.