

**Crisis Pregnancy Center of Bloomington, Inc.**  
**Hannah House Maternity Home**

**Job Description**  
**Hannah House Residential Assistant**

Direct Supervisor: Hannah House Director and HH Assistant Director

Also Under the Leadership of: Crisis Pregnancy Center of Bloomington, Inc., Executive Director

**Expectations:**

The staff of Hannah House are to be women of Godly character. They have made a personal decision to believe in the Lord Jesus Christ as their Savior and Lord and to live their lives as a reflection of Him. Their love for Christ should be reflected in their: character, integrity, compassion of others, diligence in His Word, and attitude of servanthood. They are to be active and faithful members within their local church. They must recognize the sacredness of human life and have a God-given desire to protect that life by providing optimal care to women and their families affected by crisis pregnancies. They do not perceive their position at Hannah House as simply a job but rather a ministry calling within their lives. If it further expected that they desire to be a role model to others. With that attitude in mind it is anticipated that staff are professional, punctual, dependable, spiritually mature, attend all CPC and HH special events when available, have a positive attitude, are open and teachable, have an appropriate appearance (dress, hygiene, etc.), and complete assigned projects in a timely manner.

**Job Responsibilities:**

1. To engage in healthy interactions with the residents, their families and guests at all times.
2. To be a positive and Christ-like role model to our residents.
3. To maintain professionalism with residents, clients and visitors at all times.
4. To fully know, understand, implement and enforce the guidelines established within the Hannah House Maternity Home Manual and Hannah House Parenting Handbook.
5. To fully know and abide by all policies established in the Crisis Pregnancy Center Employee Manual.
6. To fully know and abide by all employee policies established by the Hannah House Administration.
7. To handle all areas of resident discipline with love and grace, and within the appropriate guidelines henceforth established.
8. To attempt to resolve all household conflicts using the Biblical model of conflict mediation while always seeking to implement scriptural truths.
9. To record the daily occurrences of the House and with individual residents, including medication dispensing, in the Shift Log at the close of each shift in a thorough manner.
10. To oversee volunteers on your shift.
11. To provide constant supervision of residents and/or have full knowledge of their whereabouts at all times (with a resident's approved Activities Request Form).
12. To work in unity with other staff, volunteers, and administration at all times.
13. To implement the structure needed to ensure the House environment is one of safety, consistency, stability and Godly love.
14. To maintain Hannah House property and equipment.
15. To seek to develop leadership, positive self-esteem, and to instill confidence in each resident.
16. To utilize good judgment at all times.
17. To seek directives or consultation from House Leadership as needed.

**Shift Responsibilities:**

1. Remain AWAKE all hours of the shift. Exception is overnight shift, but make sure that house alarm is on, doors are locked, and resident line land phones and cell phones are locked in office.

2. Assist with meal preparation and instruction as needed for breakfast, lunch, and dinner. Facilitate House fellowship and a peaceful atmosphere throughout the evening meal. Prepare food that may be needed for the next day (if there is a special event on site for example).
3. Assist residents with their daily routines.
4. Provide transportation for residents to school, appointments, work, or other locations as needed if prearranged.
5. Dispense medications as needed according to resident's schedule.
6. Assist with house chores as needed or assigned.
7. Utilize spare time by assisting with needed office or administrative tasks, such as typing, filing, organizing, etc.
8. Assume responsibility for the adherence to the Hannah House Programming Schedule and Policies. This includes enforcing the kitchen schedule and meal preparation schedule. This includes reporting any unexcused absences from mandatory programming or non completion of resident required programming to the Hannah House Director.
9. Oversee all volunteers on shift.
10. Assist residents with studies as needed.
11. Oversee that all chores are completed on time.
12. Ensure that all residents arrive home safely and before the curfew.
13. Enforce the Quiet Time Hours.
14. Enforce all policies set forth in the Hannah House Manual and Hannah House Parenting Handbook.
15. Supervise in-house visitation for approved guests
16. Be there for residents who can't sleep or who desire late night conversation (within reason).
17. All other duties as assigned.

**IMPORTANT REMINDERS!**

\*If it is necessary to take a resident somewhere and leave other residents alone at the house, be sure they have access to a phone in the event of emergency. The amount of time residents may stay at the house unattended should be as limited as possible. In the event of taking a resident to the hospital or Dr., notify the CPC staff during business hours. In the evening or overnight when time away from the house is expected to be more than one hour, notify the appropriate staff or on-call staff following protocol for emergency calls.

\***Never** allow a resident to be in the office alone at any time. There are too many confidential items as well as petty cash.

\***Never** allow a resident to have possession of your personal set of keys or the red key set.

\***Never** allow a resident to drive a HH or CPC vehicle or sit in the vehicle with the keys in it.

\***Always** lock the house when leaving the property, in the evenings and overnights.

\***Always** lock the van.

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I fully understand the expectations and responsibilities required of me as an employee of the Hannah House and Crisis Pregnancy Center of Bloomington, Inc. I will give my very best effort at all times, seeking to reflect the attitude and servitude of Christ.

\_\_\_\_\_  
Staff

\_\_\_\_\_  
Date

\_\_\_\_\_  
Hannah House Director

\_\_\_\_\_  
Date