

Job Description – Live-In Facilities Supervisor

Compensation: Room & Board and \$1000/mo.

Birthline is seeking a Facilities Supervisor for its Maternity Home:

Birthline of Loveland is seeking a positive, multi-tasking, spiritually-nurturing (Christian), relationally-mature, live-in Facilities Supervisor (think Resident Advisor) to serve at Birthline's Maternity Home. The position will be compensated with Room & Board (\$24k value) and \$1000/month.

The hours required AT THE HOME will be evening/overnights/morning during weekdays (Sun-Thurs, 730pm-9am), and days and nights every other weekend (the other weekend would be off, Fri 8am to Sunday 730pm). Overnight shifts are not awake-hours (the FS sleeps during the night).

The basic responsibilities are: Security and operations of the Home, coordinating meals and chores, accountability as necessary, and some personal investment in the Residents.

Successful applicants will show fulfillment of these qualifications in a COVER LETTER and RESUME sent to info@birthlineloveland.org :

- A committed Christian with willingness to sign Birthline's Statement of Faith [<https://www.friendsofbirthline.org/overview/statement-of-faith>].
- A strong commitment and dedication to the pro-life position and to sexual purity.
- A clear understanding of and commitment to Birthline's vision [https://www.birthlinematernityhome.org/about_us] and mission for their Maternity Home [<https://www.birthlinematernityhome.org/>].
- A minimum of a high school diploma or GED.
- At least one year of course work, ministry, or non-profit experience with vulnerable populations and/or care of newborns (preferred).
- A teachable spirit for learning the intricacies of the ministry of the Maternity Home.
- A heart for serving women who have experienced difficult life circumstances so as to offer care, stability, and support.
- A general knowledge of running a household with healthy family dynamics and a willingness to patiently teach and share the basics.
- Capability of providing leadership and spiritual guidance.
- Modeling relational and spiritual health in situations of crisis or intensity.
- Ability to work with online and physical (security system) technologies.
- Passing of a Background Check, Level 2.

Essential Functions:

- Create and maintain a safe, welcoming, home-like environment and culture of hospitality towards Guests, Volunteers, and all who visit the Maternity Home.
- Guide and encourage Guests to embrace *Rules, Responsibilities, and Expectations* outlined in Resident Handbook.
- Assign household duties to keep Maternity Home clean, uncluttered, and organized, including the Guests personal spaces.
- Communicate guidelines for shared space and household appliances, washer, dryer, etc..
- Procure food for 4 Community Meals weekly according to approved recipes.
- Work with the Program Director to ensure there is coverage at the residence, 24/7.
- Check all interior and exterior doors at night and set the alarm after curfew hours.
- Maintain and update accurate notes of MH activities and incidents, in timely manner.
- Attend weekly MH Steering Team meetings to share progress, needs, and concerns.

Job Type: Part-time

Schedule:

- Overnight shifts Sun-Thurs, 730pm-9am.
- Rotating weekends (one weekend on, one weekend off).
- Birthline meetings as assigned. (4 hours a week, currently Wed 1030am-12noon, Thurs 330-5pm).
- *Other daytime hours off.*

Benefits/Other Consideration:

- For those pursuing a licensure in Counseling this position would create the opportunity for counseling hours towards that license. (Working with vulnerable populations).

Work Location: In person

Compensation: Room & Board and \$1000/mo.

Successful applicants will show fulfillment of these qualifications in a COVER LETTER and RESUME sent to info@birthlineloveland.org .