



aggieland pregnancy outreach

Home Life Coordinator Job Description

Overview:

Aggieland Pregnancy Outreach is a Christian ministry with a heart for children born from unplanned pregnancies. It is our desire to see children raised in loving, nurturing homes-never to suffer the harm of abuse or neglect. The Home Life Coordinator is responsible for the daily operations of the maternity home, ensuring a safe, supportive, and structured living environment for residents. This role combines case management services with oversight of the home, including supervising daily activities, providing emotional support, and coordinating resources to empower residents as they work toward independence.

Key Responsibilities:

1. House Management:

- Maintain a clean, organized, and safe living environment for residents.
- Oversee daily operations, including meal planning, house chores, and general upkeep.
- Enforce house rules and policies consistently and compassionately.
- Maintain inventory of household supplies, groceries, and other essentials.
- Coordinate repairs and maintenance with vendors or contractors as needed.

2. Case Management:

- Assist with creating individualized care plans in collaboration with residents, focusing on housing, education, employment, and parenting goals.
- Conduct regular one-on-one meetings with residents to assess progress and provide guidance.
- Connect residents to community resources, including medical, mental health, educational, and vocational services.
- Advocate for residents' needs while fostering independence and personal responsibility.
- Document all interactions and maintain up-to-date case files in accordance with organizational policies.

3. Resident Support:

- Build trusting relationships with residents to provide emotional support during challenging times.
- Facilitate life skills training, including budgeting, parenting, and job readiness.
- Mediate conflicts among residents and provide crisis intervention when necessary.
- Model positive behaviors and a healthy, balanced lifestyle.

4. Program Coordination:

- Assist with intake and orientation of new residents, including tours, paperwork, and goal setting.
- Support group activities, workshops, and classes tailored to residents' needs.
- Partner with volunteers, mentors, and other staff to ensure holistic care for residents.
- Maintain communication with external service providers, donors, and other stakeholders when required.

5. Administrative Duties:

- Prepare reports on residents' progress and house operations for the Maternity Home Director.
- Document all case notes in SAM.
- Monitor compliance with licensing and safety requirements.
- Attend staff meetings, trainings, and professional development sessions.
- Other duties as assigned to support the maternity home's mission and goals.

Qualifications:

- **Education:** Bachelor's degree in social work, Human Services, Psychology, or a related field (preferred).
- Equivalent experience in case management, residential programs, or social services may be considered in lieu of a degree.
- **Experience:**
 - Prior experience in case management, residential programs, or social services.
 - Familiarity with issues related to unplanned pregnancy, parenting, and young adults.
- **Skills:**
 - Strong interpersonal, conflict resolution, and organizational skills.
 - Ability to work independently while maintaining accountability.
 - Proficiency in Microsoft Office and case management software.
- **Certifications:** CPR, First Aid, and any other required residential care certifications (or willingness to obtain).

Work Environment:

- Residential setting with flexibility for evening and weekend shifts as required.
- On-call availability for emergencies.