

## **Home Life Specialist (Day and Evening Shift)**

### **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. Staff and volunteers play a crucial role in APO's mission to provide support, education, and resources to individuals facing pregnancy-related challenges. 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. Household Tasks:**

- Perform light housekeeping duties, such as tidying common areas, restocking supplies, and ensuring the facility remains clean and orderly.
- Assist with preparing for the following day, including setting up morning routines or activities.

##### **2. Case Management:**

- Execute the 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 and orientation of new residents.
- Support group activities, workshops, and classes tailored to residents' needs.
- Partner with volunteers, mentors, and other staff to ensure holistic care for residents.

#### **5. Administrative Duties:**

- Prepare reports on residents' progress and house operations for the Director of Home Life Services
- 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.

#### **6. Safety and Security:**

- a. Conduct regular checks of the facility to ensure safety and security protocols are maintained.
- b. Respond to emergencies or incidents according to established procedures and report them to the Maternity Home Director.

#### **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.