aggieland pregnancy outreach

Home Life Specialist (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 Specialist provides evening support and supervision for residents of the maternity home, helping maintain a safe, structured, and nurturing environment. This position focuses on resident engagement, implementation of individualized care plans, life skills development, and ensuring residents adhere to house expectations during evening hours. The Home Life Specialist works closely with the Director of Home Life Services and Home Life Coordinator to support residents as they progress toward personal, educational, parenting, and employment goals.

Key Responsibilities:

1. Evening Household Support

- Maintain a welcoming, safe, and orderly environment throughout the evening.
- Assist with light housekeeping duties, including tidying common areas, restocking supplies, and encouraging resident participation in daily household responsibilities.
- Support evening routines, including meal preparation, cleanup, curfew procedures, and preparation for the following day.
- Model and encourage healthy habits, personal responsibility, and respect for shared living spaces.

2. Resident Support

- Build supportive and professional relationships with residents through consistent encouragement and accountability.
- Provide emotional support and guidance while maintaining appropriate boundaries.
- Reinforce individualized goals and action plans established by the Home Life Coordinator and Director.
- Encourage resident participation in educational, employment, parenting, and life-skills activities.

- Assist residents in developing independent living skills, including budgeting, time management, parenting, and household management.
- Mediate minor conflicts and communicate concerns to supervisory staff.

3. Program Assistance

- Support evening classes, group activities, workshops, and resident meetings as assigned.
- Assist with welcoming and orienting new residents to house expectations and routines.
- Encourage resident compliance with program requirements, house guidelines, and community living standards.
- Collaborate with volunteers, mentors, and staff to provide holistic support to residents.

4. Documentation and Communication

- Document resident interactions, observations, incidents, and program participation in SAM or other designated systems.
- Communicate relevant resident updates, concerns, and accomplishments to the Home Life Coordinator and Director.
- Complete shift notes and incident reports accurately and in a timely manner.
- Maintain confidentiality in accordance with organizational policies and professional standards.

5. Safety and Security

- Conduct routine checks of the facility to ensure safety and security standards are maintained.
- Monitor resident compliance with curfew and house policies during evening hours.
- Respond appropriately to emergencies, incidents, or resident crises according to established procedures.
- Promptly notify supervisory staff of significant concerns or emergencies.
- Assist in maintaining compliance with safety regulations and licensing requirements.

6. Administrative and Team Support

- Attend staff meetings, trainings, and professional development opportunities as required.
- Participate in team communication and shift handoffs.
- Assist with special projects, events, and other duties assigned in support of 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.