

**Faith Farm Ministries, Eastham Home for Women**  
**HOUSE MONITOR**  
**(House Mother)**

**Summary**

The House Mother's primary duty is to focus on the emotional wellbeing and the training of the women in the residential recovery program. This is a full-time, LIVE ON CAMPUS position. The house mother oversees the women's daily activities and schedules and holds them accountable. This role offers a feeling of safety for the women through mentoring and discipleship. This person will offer assistance in a variety of ways throughout the day through means of setting appointments and general care of the program residents.

**Essential Duties and Responsibilities**

1. Maintain current statuses of residents for passes, phone calls, classes and schedules.
2. Assist with doctor appointments, probation schedules, medical and legal issues, as well as all other appointments.
3. Maintain house related notices, correspondence, schedules and information.
4. Handles Intake and assists Women's Program Manager with administrative tasks.
5. Collect and distribute mail each day for staff and students.
6. Responsible for maintaining inventory, the ordering of supplies, and shopping for all women's program ministry needs.
7. Maintain academic class schedules and ensure completed documentation of each class.
8. Maintain the class schedules of each resident, ensuring all training is completed and documented.
9. Assist with money counts, deposits, petty cash reconciliation.
10. Teaching of classes and overseeing computer lab during transition time.
11. Assist with special events, sale days, graduations and any other ministry related events/promotions.

**Other Duties & Ministerial Duties**

Faith Farm serves God and furthers the mission of Jesus by providing hands-on training on integrating religious discipline into the students' lives, including their work life. Consequently, the staff positions at Faith Farm require applicants with the religious training and experience necessary to create a discipleship environment in a workplace, to instill religious discipline and a prayerful attitude toward work, to lead prayer as needed throughout the work day to keep students on track, and to teach the application of the Biblical doctrine into everyday life, as well as to minister to the students as their religious needs and skills evolve. In addition, staff members will lead regular Bible studies and provide as needed religious counseling on campus.

## **Required Education and Experience**

1. High school diploma.
2. Two or more years of related experience.

## **Preferred Education and Experience**

1. Associate's Degree.
2. Three or more years of related work preferred.
3. Ministry leadership.

## **Work Environment**

This job operates in an office and home-like environment. Ability to use office equipment such as a phone, computer, fax, copier, etc is vital.

## **Physical Demands**

This role incorporates sitting, standing, walking, bending. Some lifting of heavier items is required.

## **Position Type and Expected Hours of Work**

This position requires five working days / 40 hours per week.

## **Travel**

Some local travel is expected when shopping for supplies, lifting students to and from appointments or events.