



New Life Maternity Home Support Staff Job Description

Reports to: Executive Director

Part time/Hourly

Support staff work in the home and ensures that the needs of the residents are met. The support staff ensures the at the basic operation of the program is met, any assigned chores are completed, guidelines of the home are being followed and any assigned activities or responsibilities identified by the director are completed.

Job Function:

- Provide staff coverage in the residence, overseeing operations.
- Assist, as needed, women and babies in residence with day-to-day tasks, keeping in mind we are working towards moms becoming independent.
- Ensure that all program guidelines are followed and report any violations to the director.
- Ensure that any threat to safety or any serious health issues are reported to the director immediately. This includes the onset of labor for a resident.
- Respond quickly and appropriately in the event of an emergency or life-threatening situation by calling 911.
- Answer house phone.
- Complete any required documentation, including incident reports.
- Attend staff meetings as required
- Other duties as assigned.

Physical requirements:

Normal business, residential and community environment, ability to communicate verbally and in writing. Ability to climb stairs and lift 25 lbs.

Education/skills:

High school diploma, some college experience/degree preferred. Ability to work with a diverse group of individuals and respect, keeping in mind we are journeying with women. Ability to give direction while maintaining a friendly, professional working relationship. Valid driver's license.