



Oklahoma Baptist Homes for Children (OBHC) is a not-for-profit Christian children's home serving over 200 at-risk youth and families at our four campus locations. Additionally, our five Hope Pregnancy Centers (HPC) offer caring, non-judgmental support to those who find themselves in an unplanned pregnancy.

OBHC Mission Statement: The mission of Oklahoma Baptist Homes for Children is to demonstrate God's love by providing hope through empowering children and their families to follow Christ.

Associate Housemother

"Housemoms know how to make everything better." –Nikki, age 15, OKC Campus

Job Description Summary: The Associate Housemother will be responsible for the performance of her duties and will be appraised by implementation, consistency, quality and performance of her assigned duties toward empowering children and their families to follow Christ.

This position is full-time. The employee is expected to work 40 hours per week and will receive a salary based on those hours. Oklahoma Baptist Homes for Children offers a competitive salary and, for full-time personnel, a compensation package which includes health insurance, life insurance, health reimbursement account, retirement and much more.

Location: Madill

Reports to: The Associate Housemother reports to the campus Administrator.

Supervises: The Associate Housemother oversees the children in the cottage and campus where she is assigned. As in the biblical model of motherhood, Associate Housemothers are to help lead children in a Christ-like manner (Eph. 6:4).

Requirements: *"For an overseer, as God's steward, must be above reproach." Titus 1:7a, ESV*

1. Profess that Jesus Christ is Lord and that Jesus is only one true God, acknowledging that there is no salvation from sins apart from Jesus' death, burial, and resurrection (Jn. 14:6).
2. Believe the Bible is the only, inspired, and inerrant Word of God (2 Tim. 3:16).

3. Mature, Christian woman that is actively involved in a Southern Baptist Church or a similar evangelical church (Heb. 10:25).
4. Believe and follow the 2000 Baptist Faith and Message as summarized in the OBHC Statement of Belief.
5. A firm commitment to the sanctity of human life (Ps. 139:13, 14) and biblical sexual purity in all circumstances (1 Cor. 7).
6. Concern for God's kingdom (Mt. 6:33), love for those served (Mt. 22:37-39, and a calling to OBHC (Ps. 90:16, 17).
7. Houseparent couples shall possess a valid marriage license and to have a stable relationship to model a harmonious marriage to the children in their care (Heb. 13:4). That model obviously impacts the children. Seth, age 12, at Boys Ranch Town, said his houseparents "lift each other up." Tim, age 14, at Boys Ranch Town said, "The way my houseparents talk to each other makes me feel safe." Nikki, age 15, at OKC said, "I kind of envy my houseparents' marriage. I want it. It sets a really good example. I've been a lot of different places and their relationship is really healthy and pure compared to what I've seen."
8. Shall be at least 21 years of age (Job 12:12).
9. Shall possess a valid Oklahoma driver's license. May hire with an out of state driver's license but must have an Oklahoma license within 30 days of hiring (Rom. 13:1-7).
10. Shall have a driving record that demonstrates safety, following speed limits, and meet the qualifications of OBHC insurance (Rom. 13:1-7).
11. Shall be able to lift a minimum of 25 lbs. and be able to do usual and customary household chores and maintenance (Gal. 6:5).
12. Shall be able to communicate clearly and have the ability to tutor/mentor children in care and to work cooperatively with others (Prov. 25:11).
13. Shall have the mental and/or emotional condition that may not interfere with the ability to complete the essential functions of the job (Phil. 4:6-7). Torren, age 18, at Boys Ranch Town said, "You have to be calm to work here."
 - a. This includes but is not limited to deadlines; professionally handle the stress of the job.
 - b. Be flexible in meeting the needs of the children in care and other special request projects.

Educational Requirements: *"Do you see a man skilled in his work? He will stand in the presence of kings. He will not stand in the presence of unknown men." Proverbs 22:29, HCSB*

1. High school diploma or equivalent
2. Experience working with children

We are a religious employer and we reserve the right to discriminate based upon religion pursuant to Section 702 of Title VII Civil Rights Act 1964.

Job Responsibilities: *"Whatever you do, do it enthusiastically, as something done for the Lord and not for men" Colossians 3:23, HCSB*

1. Provide an Appropriate Christian Spiritual Environment.

“Repeat [God’s words] to your children. Talk about them when you sit in your house and when you get up.” Deut. 6:7, HCSB

- A. Models Christ-like behavior in word and deed (Titus 2:6-7).
- B. Promotes church attendance and activities (Heb. 10:25). In the OBHC Student Opinion Survey, 88.10% of children said, “Here at OBHC I like going to church.”
- C. Builds and responds to appropriate spiritual relationships with each resident according to the child’s needs, growth, and interest (Prov. 22:6).
- D. Facilitates daily devotions (Jn. 15:4).
- E. Intentionally engages in follow-up and reporting on children’s spiritual decisions, recognizing the importance of discipleship, baptism, and glorifying God (2 Cor. 9:13). In the OBHC Student Opinion Survey, 88.10% of children reported, “I am taking personal steps to grow in the Lord.”
- F. Models a Christian wife/mother and encourages the children in her care to develop a strong family unit when they are married (Eph. 5:29-33). Boys in OBHC’s care expressed the importance of having a mom. Torren, age 18, at Boys Ranch Town said, “My housemom comforts me when I need it.” Associate Housemothers met different needs for girls, but they also expressed their importance. Nikki, age 15, at OKC said, “Since I’m a woman, I can go to my housemom for anything. She comforts me when I hurt and sometimes dads can’t do that.”

2. Provide Appropriate and Biblical Emotional Support, Stability, and Care to the Children.

“In the same way, older women are to be reverent in behavior, not slanders, not addicted to much wine. They are to teach what is good” Titus 2:3 HCSB

- A. Initiates the establishment of rapport and appropriate relationships with the children (Eph. 6:4).
- B. Works with their spouse to provide support and stability in the child’s orientation and adjustment to group living (Prov. 12:25).
- C. Properly plans for the arrival of the new resident to make them feel loved and accepted (Heb. 13:2).
- D. Completes daily orientation form for new residents (Ecc. 2:24).
- E. Lovingly reviews strengths as well as areas needing improvement with the resident during the orientation stage, acknowledging personal areas needing improvement as well (Matt. 7:12).
- F. Introduces the resident to other staff and residents as well as orientating them to the campus community (Rom. 15:7).
- G. Works with their spouse in establishing an appropriate emotionally stable environment in the cottage and model a Christian wife/mother role before the children (Isa. 61:1-4).
- H. Works with their spouse in appropriate modeling of an emotionally stable personal and family environment within the cottage (1 Cor. 11:8-12). Torren, age

18, at Boys Ranch Town said, “Having a housemom helps me know that all moms aren’t crazy.”

- I. Exercises Christ-like discernment and insight concerning the children’s daily or ongoing emotional issues and their associated behaviors (Prov. 9:11).
- J. Supports and cooperates with the children’s plan of care in the area emotional counseling and support (Ps. 113:1-3).
- K. Responsible for advising, listening to, and encouraging the children in their cottage in order to develop a solid system of appropriate communication skills, emotional responses, personal values and healthy relationships in each child (Prov. 13:10). Seth, age 12, from Boys Ranch Town said, “I can just talk to my housedad” and “my housemom helps me solve problems in a different way.”

3. Provide Appropriate Training and Resources to Meet Physical Needs of the

Children. *“Therefore, brothers, by the mercies of God, I urge you to present your bodies as a living sacrifice, holy and pleasing to God; this is your spiritual worship.” Romans 12:1, HCSB*

- A. Provide appropriate medical/dental care; and encourage, model, and teach good physical/dental hygiene, viewing the body as a gift from God.
- B. Provide and teach the children the value of a clean and healthy environment, demonstrating proper stewardship and care.
- C. Provide gender appropriate supervision for the adequate clothing for the children within the campus guidelines in regard to size, style, fit, and quantity.
- D. Teach the children to care for personal clothing, cleanliness, and appropriateness, preparing children to become capable, caring, Christian adults. According to the OBHC Student Opinion Survey, 90.48% of children reported, “I like the clothes OBHC provides for me.”
- E. Exercise discernment and insight concerning the child’s physical condition and appearance issues along with their associated behaviors (1 Cor. 6:19).
- F. Encourage, teach, and model Christian modesty, proper clothing requirements for specific situations, and respect for their physical body (1 Tim. 2:9-10). Terin, age 13, at OKC said, “My housemom helps me with style. She helps me know what to wear.”
- G. Encourage and teach Christian principles concerning sexual roles, purity, and abstinence (1 Cor. 7).
- H. Recognize and respond to the child’s need for physical activities, in the form of organized sports, school and other cottage activities, remembering a child’s God-given energy and need for play. Tim, age 14, from Boys Ranch Town said “I like that I get to go fishing and play baseball with my Housefather.”
- I. Responsible for the planning, preparation, serving, storage, and consistency of meals served in the cottage, acknowledging God’s provision. Seth, age 12, from Boys Ranch Town said that his Associate Housemother is “a really good cook.” Torren, age 18, from Boys Ranch Town said that he likes that his Housefather taught him “how to grill.” Additionally, 95.24% of students in the OBHC Student

Opinion Survey reported, “The food in my cottage tastes good and is good for me.”

- J. Responsible for supervision and training the children in the cottage chores, laundry, house cleaning, food preparation, and financial responsibilities in an age appropriate manner. In addition, begin preparation for the children’s transition to becoming capable, caring, Christian adults (Prov. 19:18).

4. Provide and Promote an Educational Environment and Opportunities.

“For the Lord gives wisdom; from His mouth come knowledge and understanding.”
Proverbs 2:6, HCSB

- A. Understand and support the educational needs as outlined in the plan of care, trusting that the Lord will use that for the child’s good (Jas. 3:13).
- B. Be actively involved in the child’s educational process with regard to homework, tutoring, and communication with school personnel, modeling Christ-like sacrifice and intercession (Phil. 2:17). According to the OBHC Student Opinion Survey, 93.5% of children strongly agreed with the statement, “My houseparents help me with school.” Over ninety percent of these students also strongly agreed that “with help, I think I can do better in school.” Houseparents play a vital role in this process.
- C. Encourage active participation and support the children in their school activities (Lk. 2:52). In the OBHC Student Opinion Survey, 80.95% of the children said, “Now that I live at OBHC, I enjoy school.” Houseparents can help the children want to learn and engage.
- D. Promote and model an educational environment in the cottage by reflecting a positive attitude toward learning and the education process, reflecting humility and gratefulness to the children. For example, by demonstrating and teaching the value of reading, enhanced communication skills, technology and computer literacy, and for self-improvement and personal growth (Prov. 11:2).

5. Provide the Child with Social Activities and Training. *“Teach a youth about the way he should go; even when he is old he will not depart from it.” Proverbs 22:6, HCSB*

- A. Encourage age appropriate involvement in church and school activities. In addition to helping them make friends, houseparents can use this to teach children to be a light in their schools and to practice meeting with other believers (Heb. 10:25).
- B. Demonstrate and teach the value of positive social skills in interpersonal relationships, remembering that Christ encouraged these kind of relations (Gal. 6:1-18).
- C. Teach age and gender appropriate activities with the opposite gender such as appropriate communication, physical behavior, interaction, and dating (1 Thess. 4:3-5).
- D. Instruct and encourage appropriate manners, behaviors, and responsibilities in an effort to make mealtimes pleasant social experiences for children and guests in

addition to helping children learn how to set “an example to the believers in speech, in conduct, in love, in faith, in purity” (1 Tim. 4:12, HCSB).

6. Demonstrates Christ-like Interpersonal Skills

“Just one thing: Live your life in a manner worthy of the gospel of Christ. Then, whether I come and see you or am absent, I will hear about you that you are standing firm in one spirit, with one mind, working side by side for the faith that comes from the gospel”

Philippians 1:27, HCSB

- A. Models Christ-like behavior in word and deed in relationships with staff, donors, Board members, volunteers, men, women, children, and families (1 Tim. 4:12).
- B. Responsible for exercising Christ-like confrontational skills (as they arise) while engaging in interpersonal relationships, beginning with one-on-one confrontation (Mt. 18:15-17).
- C. Recognize and respond humbly to the differences in learning and communication styles, as well as cultural and philosophical perspectives of residents, families and staff (Gal. 3:28).
- D. Demonstrate biblical conflict resolution skills with residents, staff and family members, beginning with confession of personal responsibility in the conflict being addressed (1 Jn. 1:9).
- E. Actively pursues opportunities for fellowship, friendship and community-building with other staff members, remembering that each staff person is a brother or sister in Christ (Heb. 10:24).
- F. Recognize the emotional needs, family dynamics and other personal difficulties of the other staff members and respond with love and prayer (Jn. 15:12-14).
- G. Demonstrate Christian wife/mother roles to help the children identify and define those traits to assist them in developing their own Christian family (Eph. 5:25-30).

7. Development and Implementation of the Plan of Care

“And the King will answer them, ‘I assure you: Whatever you did for one of the least of these brothers of Mine, you did for Me.’” Matthew 25:40, HCSB

- A. Demonstrate active participation in the admissions process in cooperation with the caseworker and Social Services in pursuing appropriate children for placement, knowing the importance of wisely taking care of children (Jas. 1:27).
- B. In conjunction with the child and Caseworker, wisely and prayerfully assist in the initial development, and implementation of children’s POC (Jas. 5:13-16).
- C. Be responsible, in conjunction with the children and Caseworker, for the timely review, development, implementation of each child’s POC—making sure to “test all things” and “hold on to what is good” (1 Thess. 5:21, HCSB).
- D. Graciously implement the child’s POC into the daily routine, recognizing God’s call to help in the healing process (Mt. 10:8).
- E. Keep timely, accurate, and consistent records or logs on the medical, children in their discipline, activities, progress, and any other significant incidents of the

cottage—keeping a record of the work God has done (Ps. 66:5) and acting in a manner that is above reproach (Titus 1:7).

- F. Control the tongue by respecting the confidentiality of information concerning the child's (or family's) physical, mental, and social background (James 3:1-12).
- G. Develop and maintain positive working relationships with the child's parent(s), (and/or relative, or managing conservators), along with service providers such as schools, doctors, and counselors. Use these relationships to be a witness for the Lord, advocate for the child, and representative of OBHC (2 Cor. 9:13).

8. Responsible for Reporting to Proper Authority with Christ-Like Submission.

“Everyone must submit to the governing authorities, for there is no authority except from God, and those that exist are instituted by God.” Romans 13:1, HCSB

- A. Humbly be responsible to and under the supervision of the Assistant Administrator for the quality of care provided to the children and for efficient and appropriate operation of the cottage (Prov. 25:6).
- B. Be responsible to and under the supervision of the Administrator for certain situations, such as in the absence of the Assistant Administrator, special projects and programs, and other general campus duties and responsibilities as assigned—demonstrating flexibility and respect to the authority God placed on campus (Titus 3:1).
- C. Out of Christ-like respect for authority and regard for the safety of the children, provide immediate notification to the campus administrator of any serious illness, accident, hospitalization, or alleged abuse of an OBHC child (Heb. 13:17).
- D. Report any on-the-job injuries to the campus Workman's Compensation Coordinator as soon as possible, glorifying God by maintaining physical health and respecting job requirements (1 Cor. 10:31).

9. Team Relationships

“Iron sharpens iron, and one man sharpens another.” Proverbs 27:17, HCSB

- A. Demonstrate a positive team-building attitude toward/with Houseparents, Caseworkers, and other campus personnel, recognizing them as co-laborers with Christ (1 Cor. 3:9).
- B. Work with Houseparents, Caseworkers, and other campus personnel in providing a positive, consistent lifestyle for the children, remembering that “God is not a God of disorder but of peace” (1 Cor. 14:33, HCSB).
- C. Work harmoniously with Houseparents in change over, family conferences, and other necessary meetings (1 Pet. 3:8-9).
- D. Voice opinions and participates in discussion but supports the team decisions even if you do not agree with it (1 Cor. 1:10).
- E. Works at resolving differences of opinions expediently and graciously as Jesus modeled (Prov. 12:18).

10. Honor God's Provision by Keeping OBHC Property and Vehicles Clean and Well-Maintained *"Honor the LORD with your possessions" Proverbs 3:9a, HCSB*

- A. Follow campus/office procedures in regard to maintenance, cleanliness and general upkeep of assigned vehicles, treating each item as a gift from the Lord (Jas. 1:17).
- B. Display biblical characteristics of truthfulness and integrity by reporting all damage and accidents to campus/office vehicles as per campus/office procedures to the administration (Prov. 28:18).
- C. Follow campus procedures regarding personal use of campus-owned vehicles, treating campus property with Christ-like integrity (Prov. 28:6).
- D. Demonstrate and teach stewardship and ownership on campus/in the office by keeping allotted office space, office equipment, grounds, facilities, buildings, and other resources/areas clean and picked up (Gal. 6:4, 5).
- E. Be proficient and use integrity in use of computer and other office equipment (1 Cor. 15:58).

11. Honor God by Keeping the Cottage Attractive, Clean, and Well-Maintained

"The earth and everything in it, the world and its inhabitants, belong to the LORD" Psalm 24:1, HCSB

- A. Responsible for treating the cottage yard and grounds as a gift from God. This includes mowing, edging, trimming, cleaning, and keeping flower beds and gardens nice and well-maintained (Jn. 3:27).
- B. Responsible for overall cleanliness and appearance of the cottage. This includes adherence to all health department and licensing requirements concerning cleanliness, food preparation, and storage—remembering the weight of this stewardship responsibility (Lk. 16:11).
- C. Responsible for the overall cottage's curb appeal. For example, cottage yard picked up, bicycles stored in appropriate places, sidewalks cleaned, and the general maintenance and appearance of the cottage porches, garage/carport, patios, etc.—modeling good stewardship for the children and respect for possessions (Rom. 12:9-11).
- D. Follow campus procedures regarding the reporting, accomplishing and oversight of scheduled and unscheduled cottage maintenance, knowing the importance of taking care of that which God has given (Jas. 1:17).
- E. Follow campus procedure regarding cottage monthly inspections for fire, safety, and security issues, trusting the Lord's appointment of those establishing those rules (Rom. 13:2).
- F. Honor authority by following campus procedures regarding the completion, documentation, and reporting of fire and tornado drills (1 Pet. 2:17).

12. Honor God by Keeping the Campus Attractive, Clean, and Well-Maintained.

"The LORD God took the plan and placed him in the garden of Eden to work and to watch over it." Genesis 2:15, HCSB

- A. Honor Jesus' provision of the campus by demonstrating and teaching stewardship and ownership on campus by keeping the grounds, facilities, and buildings clean, picked up, and attractive (1 Chron. 29:12).
- B. Demonstrate a spirit of cooperation and community with all the staff as opportunities arise (1 Thess. 5:12-13).
- C. Respectfully adhere to campus procedures regarding the care and use of commissary, shop buildings, activity center, barns, and other buildings (Phil. 2:3).

13. Additional Responsibilities

“And whatever you do, in word or in deed, do everything in the name of the Lord Jesus, giving thanks to God the Father through Him.” Colossians 3:17, HCSB

- A. Maintains appropriate attire as dictated by: biblical commitment to modesty (1 Tim. 2:9, 10), specific circumstances, activities, and office procedures.
- B. Out of respect for the Lord and OBHC, maintain punctuality to office hours as scheduled by assigned supervisor (Phil. 2:3).
- C. Time off for personal needs or requests of any type of leave must be arranged in advance with the immediate supervisor, demonstrating Christ-like respect for authority (1 Pet. 2:17).
- D. Be available to represent OBHC in public meetings as per administrative request or by permission (1 Cor. 14:40).
- E. Seeks proper administrative approval on all VISA and charge accounts when purchasing items needed on the campus/in the office (Rom. 12:10).
- F. Make prayerful and wise financial decisions on purchases approved by administration. For example, purchase items on sale, in proper quantity, and only necessary items (Prov. 21:20).
- G. Upon receiving OBHC employee VISA statement, compile all receipts, documentation and information to submit within time designated by supervisor.
- H. Complete appropriate tasks as assigned by supervisor (Phil. 4:13).
- I. Practice proper safety measures, recognizing the prudence of wise choices (Prov. 28:26).
- J. Wears seat belt and will not leave campus without children properly buckled in their seats, honoring secular law and biblical wisdom (Prov. 28:18).
- K. Practices proper conservation of utilities in cottage and on campus, demonstrating Christ-like shrewdness (Prov. 8:11-14).
- L. Be able to meet all the qualifications and expectations as outlined in *OBHC Policies* section (VI., L, M, pages 10-12) unless otherwise specified by the qualifications listed in this job description (Prov. 18:9).

Overtime: In the event that the employee qualifies for overtime, he or she must have those hours approved by his or her supervisor before working those hours. Those hours will be submitted after the supervisor's approval.