



Oklahoma Baptist Homes for Children (OBHC) is the largest provider of private, not-for-profit, residential childcare in the state, serving more than 200 at-risk youth and families at four campus locations. Additionally, six 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.

Statement of Faith: Oklahoma Baptist Homes for Children declares the Bible as the foundation for its faith and practice, and affirms as its confession of faith, the Baptist Faith and Message, as revised and adopted in 2000 by the Southern Baptist Convention.

Campus Administrative Assistant

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

This non-exempt position is full time 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, retirement and much more.

In accordance with Oklahoma Medical Marijuana and Patient Protection Act, this job is designated as safety-sensitive because of its requirement of *‘the operation of a motor vehicle, other vehicle, equipment, machinery or power tools’* and is therefore exempt from the anti-discrimination prohibitions of the Oklahoma Medical Marijuana Act.

Location: Oklahoma City

Reports to: The Campus Administrative Assistant reports to the Executive Director.

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 inspired and inerrant Word of God (2 Tim. 3:16).

3. Mature, Christian person 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).

Educational Requirements: *“Do you see a man skillful in his work? He will stand before kings; he will not stand before obscure men.” Proverbs 22:29, ESV*

1. High school diploma, or equivalent.
2. Excellent interpersonal and communication skills.
3. Proficient in Microsoft Office.

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

Job Responsibilities: *“Whatever you do, work heartily, as for the Lord and not for men.” Colossians 3:23, ESV*

1. **Provide Christ-Like Assistance to the Executive Director with General Administrative Responsibilities.** *“Bear one another's burdens, and so fulfill the law of Christ.” Galatians 6:2, ESV*
 - A. Type correspondence as directed and maintain a correspondence file, striving to please the Lord with each word (Ps. 19:14).
 - B. Responsible for accurate and timely filing of required campus and organization documentation, as well as staff meeting minutes. (Deut. 25:15).
 - C. Responsible for maintaining the confidentiality of information on staff, residents and families, guarding communication of these materials, as well as knowing personnel retention policies. (Ps. 141:3).
 - D. Assume a supportive role in the course of administrative responsibilities, encouraging one another (1 Thess. 5:14).
 - E. Assists with the Executive Director's calendar and correspondence, ensuring diligent planning (Prov. 21:5).
 - F. Assists the Executive Director with the campus calendar, scheduling and appropriate arrangements, continuing to help ensure proper timing and planning (Prov. 6:6-8).
 - G. Assists the Executive Director with community contacts, short lists, donor contacts and lists as directed, displaying steady support (Ex. 17:12).
 - H. Demonstrate proficiency in computer operation and other office equipment (Col. 3:23).
 - I. Responsible for the inventory and ordering of office supplies and postage as necessary, carrying the load assigned (Gal. 6:5).

- J. Responsible to administrative assignments with regard to hosting or organizing special events, honoring the Lord in each detail of each event (Lk. 14:28).

2. Provide Respectful, Humble Assistance to the Campus Receptionist.

“But many who are first will be last, and the last first.” Matthew 19:30, ESV

- A. Assists the Receptionist in greeting guests, staff, and residents pleasantly and cordially, modeling Christ-like hospitality (Heb. 13:2).
- B. Assists the Receptionist in answering phone calls as needed with a pleasant, efficient, professional and Christ-like attitude (1 Pet. 4:9).
- C. Demonstrates a courteous and helpful attitude and demeanor to guests and callers (1 Pet. 4:9).
- D. Be knowledgeable of services offered by OBHC and whether those services can meet the needs of a family; if not, know alternative recommendations/referrals, recognizing that “the ear of the wise seeks [knowledge]” (Prov. 18:15, ESV).
- E. Encourages the Receptionist by providing Christ-centered (1 Thess. 5:11):
 - i. Spiritual growth and development opportunities.
 - ii. Appropriate weekly work schedules.
 - iii. Appropriate accommodations for emergency, special, or unscheduled events and situations that effect the established work schedule.
 - iv. Both on and off campus training opportunities.

3. Honor the Lord with Financial Accounting Responsibilities. *“One who is faithful in a very little is also faithful in much, and one who is dishonest in a very little is also dishonest in much. ¹¹ If then you have not been faithful in the unrighteous wealth, who will entrust to you the true riches? ¹² And if you have not been faithful in that which is another's, who will give you that which is your own?” Luke 16:10-12, ESV*

- A. Praise God for financial provision and continue to pray for His blessing on OBHC (Prov. 10:22).
- B. Responsible for the maintenance, documentation and reconciliation of local checking account, Resident Savings Account, Cottage Ministry Expense accounts, Cottage Needs accounts and Petty Cash, reflecting wise stewardship (Prov. 22:26-27).
- C. Responsible for maintaining confidentiality concerning financial information in a reputable and professional manner, demonstrating trustworthiness (Prov. 11:13).
- D. Coordinate and assist the Executive Director in the campus budget process, acting wisely with funds given (Prov. 21:20).
- E. Oversee utility consumption, billing, reimbursement, and related issues dealing with utility companies, displaying good stewardship of all gifts given (Jas. 1:17).
- F. Oversee VISA documentation, receipts and billing, honoring the Lord in those expenditures (Prov. 3:9).
- G. Oversee all invoices, receiving, reimbursement, reconciliation, direct payment (ACH) and payment of bills for campus services and goods, working with integrity at all times to honor the Master (Lk. 12:42-46).

- H. Provide Executive Director required summaries of financial transactions, direct payment (ACH) balances and records as directed, displaying loving obedience (Jn. 14:15).
 - I. Responsible for reconciliation of income and expenses of the TR accounts, working heartily to the Lord in all work (Col. 3:23).
 - J. Responsible for the accurate receipt, documentation, accountability and security of donations and other income and gifts received at the campus, keeping OBHC above reproach in this area (Tit. 1:7).
 - K. Responsible for all maintenance agreements on printers and copies, honoring those agreements as the Lord directs with a covenant (Gal. 3:15).
 - L. Prepares part-time payroll records and transmits to the OBHC Home Office, ensuring that workers' pay is not withheld (Jas. 5:4).
 - M. Make all deposits into the bank accounts by going to the bank as needed.
- 4. Organize Personnel and Resident Files to Help the Campus Serve Children with Excellence.** *“But all things should be done decently and in order.” 1 Cor. 14:40, ESV*
- A. Responsible for diligently maintaining Personnel Files (Prov. 13:4).
 - i. Organize and keep personnel files in accordance with OBHC procedures.
 - ii. Documents all personnel training hours.
 - iii. Responsible for recording all *Personnel Record* forms for all vacation and time off requests.
 - iv. Prepare and distribute Monthly Report the first week of each month.
- 5. Display Responsibility as the Worker's Compensation Coordinator.** *“For each will have to bear his own load.” Galatians 6:5, ESV*
- A. Work with staff in the proper filling out of Worker's Compensation injury reports and assist them in finding the needed care and/or doctors, treating the injured as you would treat Jesus (Matt. 25:34-40).
 - B. Be available to take injured workers for medical treatment as needed.
 - C. Coordinate wisely with staff to file treatment reports from doctors' visits (Prov. 12:18).
 - D. Distribute Worker's Compensation claim forms to the proper offices with discernment, including copies in personnel files (Eph. 5:10).
 - E. Communicate graciously with Worker's Compensation providers as the need arises (Col. 4:6).
 - F. Report Worker's Compensation problems to the Worker's Compensation Coordinator with wise reverence (2 Tim. 2:16).
- 6. Responsible for Reporting to Executive Director with Christ-Like Submission.** *“Let every person be subject to the governing authorities. For there is no authority except from God, and those that exist have been instituted by God.” Romans 13:1, ESV*
- A. Humbly be responsible to and under the supervision of the Campus Executive Director for the general operation of the campus offices, oversight of the financial

accountable process and any other assigned duties and responsibilities (Prov. 25:6).

- B. In the absence of the Executive Director, the Administrative Assistant is responsible to the Children's Hope Director for the general operation of the campus offices, demonstrating flexibility and respect to the authority God placed on campus (Titus 3:1).
- C. To help keep OBHC above reproach in all areas, the Administrative Assistant will assist and cooperate with the OBHC Chief Financial Officer, President and Vice President as needed to insure financial responsibility and accountability (1 Tim. 3:2).

7. Demonstrates Christ-like Interpersonal Skills

"Only let your manner of life be worthy of the gospel of Christ, so that whether I come and see you or am absent, I may hear of you that you are standing firm in one spirit, with one mind striving side by side for the faith of the gospel." Philippians 1:27, ESV

- A. Models Christ-like behavior in word and deed in relationships with staff, donors, trustees, 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).

8. Honor God's Provision by Keeping OBHC Property and Vehicles Clean and Well Maintained *"So then each of us will give an account of himself to God." Romans 14:12 ESV*

- A. Display biblical characteristics of truthfulness and integrity by reporting all damage and accidents to the administration (Prov. 28:18).
- B. Demonstrate stewardship and ownership by keeping allotted office space, office equipment, grounds, facilities, buildings, and other resources clean and well maintained (Gal. 6:4, 5).
- C. Be proficient and use integrity in use of computer and other office equipment (1 Cor. 15:58).

9. Additional Responsibilities

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

- 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 credit card 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 credit card statement, compile all receipts, documentation and information to submit within time designated by supervisor.
- H. Be able to meet all the qualifications and expectations as outlined in *OBHC Policies* section (VI., K) unless otherwise specified by the qualifications listed in this job description (Prov. 18:9).
- I. Complete appropriate tasks as assigned by supervisor (Phil. 4:13).

Overtime: This position is entitled to overtime (exceeding 40 hours in one work week) pay through the Fair Labor Standards Act. In the event the employee qualifies for overtime, he or she must have overtime hours approved by his or her supervisor before working those hours. Overtime hours will be submitted after the supervisor’s approval.