



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, 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.

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.

OKC Family Advisor - Children's Hope Program

Job Description Summary: The Family Advisor 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.

Children's Hope Summary: Children's Hope offers cottage style, multi-family living in a Christian setting for up to four families per cottage. Each family, consisting of a mother and her children, has a private bedroom and bathroom, but must share a common living, dining areas, kitchen, playroom, and utility room. Children's Hope is focused on the unity of mothers and their children who have found themselves in a crisis situation. Each cottage is monitored by a female Family Advisor, who is required to live on campus in an attached apartment. Since they are required to live on campus, they will also receive commissary benefits.

In order to respond at all hours to the needs of moms and children in the cottage, this is a full-time exempt position. Oklahoma Baptist Homes for Children offers 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'* as well as *'direct patient care or direct*

child care' and is therefore exempt from the anti-discrimination prohibitions of the Oklahoma Medical Marijuana Act.

Location: Baptist Homes for Children, Oklahoma City Campus

Reports to: The Family Advisor reports to the Children's Hope Director.

Supervises: The Family Advisor oversees the families in the cottage that she is assigned. As in the biblical model of motherhood, Family Advisors are to demonstrate and 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 inspired and inerrant Word of God (2 Tim. 3:16).
3. Mature, Christian woman that is actively involved in a Southern Baptist 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. Shall be at least 21 years of age (Job 12:12).
8. 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) and be able to safely drive a 12-passenger van.
9. Shall have a driving record that demonstrates safety, following speed limits, and meet the qualifications of OBHC insurance (Rom. 13:1-7).
10. Shall be able to lift a minimum of 25 lbs. and be able to do usual and customary household chores and basic household maintenance (Gal. 6:5).
11. Shall be able to communicate clearly and have the ability to tutor/mentor families in care and to work cooperatively with others (Prov. 25:11).
12. Shall have the mental and/or emotional stability to complete the essential functions of the job (Phil. 4:6-7).
 - 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 families in care and other special request projects.

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 (minimum)
2. Experience working with children and families.

3. Basic working computer knowledge such as Word and Excel.
4. Highly proficient in interpersonal skills with children and adults.
5. Able to travel locally when needed.
6. Highly organized and assertive, self-starter.
7. Comfortable in leadership role with adults and children.

We are a religious employer, and we reserve the right to hire based upon religion 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 an Appropriate Christian Spiritual Environment

“You shall teach them diligently to your children and shall talk of them when you sit in your house, and when you walk by the way, and when you lie down, and when you rise.”
Deut. 6:7, ESV

- A. Models Christ-like behavior in word and deed (Titus 2:6-7).
- B. Promotes church attendance and activities (Heb. 10:25).
- C. Builds and responds to appropriate spiritual relationships with each resident according to the mother/child’s needs, growth and interest (Prov. 22:6).
- D. Intentionally engages in follow-up and reporting on spiritual decisions, recognizing the importance of discipleship, baptism and glorifying God (2 Cor. 9:13).
- E. Models biblical womanhood and encourages the women/children in her care to develop biblical roles for women, men and children (Eph. 5:29-33).

2. Provide Appropriate and Biblical Emotional Support, Stability, and Care to Families. *“Older women likewise are to be reverent in behavior, not slanderers or slaves to much wine. They are to teach what is good” Titus 2:3 ESV*

- A. Initiates the establishment of rapport and appropriate relationships with families (Eph. 6:4).
- B. Properly plans for the arrival of the new resident to make them feel loved and accepted (Heb. 13:2).
- C. Introduces the resident to other staff and residents as well as orienting them to the campus community (Rom. 15:7).
- D. Establish an appropriate emotionally stable environment in the cottage and model a biblical womanhood before the children (Isa. 61:1-4).
- E. Model an emotionally stable personal and family environment within the cottage (1 Cor. 11:8-12).
- F. Exercises Christ-like discernment and insight concerning the children’s daily or ongoing emotional issues and their associated behaviors (Prov. 9:11).
- G. Responsible for advising, listening to, and encouraging the women/children in her cottage in order to develop a solid system of appropriate communication skills,

emotional responses, personal values and healthy relationships with each mother/child (Prov. 13:10).

3. Provide Appropriate Guidance and Encouragement to Help Meet Physical Needs of Mothers and Children. *“I appeal to you therefore, brothers, by the mercies of God, to present your bodies as a living sacrifice, holy and acceptable to God; this is your spiritual worship.” Romans 12:1, ESV*

- A. Encourage, model, and teach good physical/dental hygiene, viewing the body as a gift from God.
- B. Guide and model the value of a clean and healthy environment, demonstrating proper stewardship and care.
- C. Teach and model care for personal clothing, cleanliness and appropriateness, preparing children to become capable, caring, Christian adults.
- D. Encourage, teach and model Christian modesty, proper clothing requirements for specific situations, and respect for their physical body (1 Tim. 2:9-10).
- E. Encourage and teach Christian principles concerning sexual roles, purity, and abstinence (1 Cor. 7).
- F. Responsible for guiding mothers in cottage chores, laundry, house cleaning, food preparation and financial responsibilities in an age-appropriate manner. In addition, begin preparation for each mother’s transition to becoming capable, caring, Christian adult (Prov. 19:18).
- G. Assist mothers in the care of their children which may include picking up or holding a child or when necessary to demonstrate how to properly bathe, feed or change a diaper. (Phil. 4:13)

4. Promote an Educational Environment and Opportunities

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

- A. Understand and support educational and training needs, trusting that the Lord will use that for the family’s good (Jas. 3:13).
- B. 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. Encourage Appropriate Social Activities and Training *“Train up a child in the way he should go; even when he is old he will not depart from it.” Proverbs 22:6, ESV*

- A. Encourage age-appropriate involvement in church and appropriate social activities. In addition to helping them make friends, family advisors can use this to teach families to be a light in their communities 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 and model 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 help mothers and 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. Lovingly Assist Mothers with Various Responsibilities** *“Contribute to the needs of the saints and seek to show hospitality.” Romans 12:13, ESV*
- A. Assist mothers through guidance and encouragement with parenting skills (Josh. 4:20-24).
 - B. Help mothers with their responsibility for caring for their children by guiding, encouraging and modeling Christian caretaking (Prov. 31:28-29).
 - C. Models Christ-like money management and stewardship, guiding and encouraging mothers and children to do the same (1 Pet. 4:10).
 - D. Demonstrate Christ-like work ethic, helping mothers learn how to work for their needs (1 Thess. 3:10).
 - E. Assist mothers and children with spiritual needs, spreading the message entrusted to believers (2 Tim. 2:2).
 - F. Model proper relationship skills and encourage healthy relationships in and outside of the cottage (Heb. 13:1).
- 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. Responsible for Reporting to Proper Authority 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 Administrator for the quality of care provided to families and for efficient and appropriate operation of the cottage (Prov. 25:6).
 - B. 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 minor (Heb. 13:17).
 - C. 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, ESV
- A. Demonstrate a positive team-building attitude toward campus personnel, recognizing them as co-laborers with Christ (1 Cor. 3:9).
 - B. Work with 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. Voice opinions and participates in discussion but supports the team decisions even if you do not agree with it (1 Cor. 1:10).
 - D. 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** *“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).
- 11. Honor God by Keeping the Cottage Attractive, Clean, and Well-Maintained.**
“The earth is the LORD’s and the fullness thereof, the world and those who dwell therein,” Psalm 24:1, ESV

- A. Responsible for treating the cottage yard and grounds as a gift from God. This includes 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 Campus Attractive, Clean, and Well-Maintained.

“The LORD God took the man and put him in the garden of Eden to work it and keep it.” Genesis 2:15, ESV

- 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, 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., L, M, pages 10-12) 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).