

Helping children. Providing homes. Supporting families. **Bringing Hope.**

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, eight Hope Pregnancy Centers (HPC) offer caring, non-judgmental support to those who find themselves in an unplanned pregnancy.

Mission Statement

OBHC exists to show and share the love of Christ to children and their families.

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.

JOB DESCRIPTION SUMMARY

The Ministry Associate will be responsible for the performance of duties detailed and will be appraised by implementation, consistency, quality and performance of assigned duties toward empowering children and their families to follow Christ.

This is a part-time position.

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.

Reports To: The Associate Executive Director

Location: The Vine Campus, 16301 S Western Ave, Oklahoma City, OK 73170

SPIRITUAL QUALIFICATIONS

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.
2. Believe the Bible is the only, inspired, and inerrant Word of God.
3. Mature, Christian person that is actively involved in a Southern Baptist Church.
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 and biblical sexual purity in all circumstances.
6. Concern for God's kingdom, love for those served and a calling to OBHC.

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.

QUALIFICATIONS

- Study in a related field or have experience in ministry with children and families

KEY RESPONSIBILITIES

1. Provide Opportunities to Engage and Serve Children and Families

- a. Engage in weekly Bible Club classes and activities while mothers participate in required campus classes.

- b. Provide supervision and help to the children in their academics during the school year in the After School Program.
 - c. Partner with child resource coordinators in providing interactive childcare for various on-campus programs provided for the families.
 - d. Assist in implementing Summer Program, along with CRCs and Summer Missionaries.
 - e. Help prepare for campus events and activities in coordination with staff.
 - f. Plan and coordinate field trips and activities that will encourage and benefit the children spiritually, educationally, and emotionally.
 - g. Provide transportation to families as needed.
 - h. Act as a substitute for various positions as needed – including but not limited to assisting with volunteer groups, tour groups, representing OBHC within the community, etc.
 - i. Assist the Executive Director and Associate Executive Director in various projects as needed for the advancement of the ministry.
2. **Develop Godly Relationships with Children and Families**
- a. Build appropriate spiritual relationships with each child and respond accordingly to their needs and interests.
 - b. Develop and maintain a Christ-like, harmonious relationship with the resident’s mother.
 - c. Advocate for the needs of children in all areas of their life.
 - d. Provide immediate notification to mothers and appropriate staff members about their children’s needs, goals and progress.
 - e. Engage weekly with the children on campus.
 - f. Respect the confidentiality of information concerning all residents’ physical, mental and social background.

FACILITIES AND PROPERTY MAINTENANCE RESPONSIBILITIES

1. Ensure cottages, vehicles, and campus grounds are clean, safe, and well-maintained.
2. Follow campus procedures for vehicle use, building care, and maintenance reporting.
3. Maintain cottage interiors and exteriors, including mowing, trimming, and garden upkeep.
4. Conduct and document monthly inspections for fire, safety, and security compliance.
5. Report all damage and accidents to the administration.
6. Keep allotted office space, office equipment, and other resources clean and well maintained.
7. Use computers and office equipment proficiently and with integrity.

PROFESSIONAL CONDUCT AND RESPONSIBILITIES

1. Become familiar with and adhere to OBHC Policy and OBHC Procedures.
2. Will attend all staff meetings and trainings.
3. Model Christ-like behavior in all interactions with staff, families, donors, volunteers, and residents.
4. Practice biblical conflict resolution and Christ-like confrontation.
5. Foster fellowship, emotional support, and a team-oriented spirit among staff.
6. Collaborate with campus personnel and houseparents to maintain a consistent, positive environment for children.
7. Represent OBHC professionally at public events when requested.
8. Maintain modest dress, punctuality, and adherence to assigned hours.
9. Use OBHC resources, including credit cards and office equipment, responsibly and with proper documentation.
10. Complete additional tasks as assigned by the supervisor.