

**Notice of Position:** The Bella House, a 501(c) (3), operating in two locations in the Dallas area, is seeking full time housemothers to supervise and support pregnant women and mothers with newborns. A housemother's primary role is to provide a safe, nurturing, harmonious, and goal-oriented environment for the residents of The Bella House.

**Living arrangements:** Two housemothers will provide coverage for each house at the same time with an established work and activity schedule for each housemother. They will work in tandem, covering each other on their days and times off. Housemothers will occupy a master bedroom suite with private bath, separate from the mothers' accommodations. When possible, safe-environment cleared volunteers are scheduled to assist with cooking, driving, errands, or short-term babysitting. This coverage can be augmented by a relief housemother, as well as other volunteers providing various services.

**Compensation and benefits:** A salary range of between \$500-750 is paid monthly to each housemother, based on education and experience. Room/board and Workman's Compensation are included. A vehicle is available at the Plano location for house-related duties. Housemothers are entitled to 36 hours off per week. Each housemother can accrue vacation days as scheduling and house capacity permit. All weekends and extended days off must be cleared with the Program Coordinator in advance to assure that the house routine is disrupted as little as possible.

**Experience/qualifications:** Ideal candidates will have some college, preferably a bachelor's degree, and experience in counseling, teaching, nursing or home health care, social work, or family ministries with emphasis on serving pregnant or new mothers. Candidates are asked to commit to 12 months of service, renewable on a yearly basis.

**Duties and Responsibilities:** The population served by The Bella House is pregnant women in a range between the ages of 18 and 35, who are also facing homelessness. Once a mother is accepted into Bella House and embraces its program of transformation and growth, she may stay up until her child is six months old.

**Attributes and Attitudes:** First and foremost, housemothers must have a heart for this unique ministry. In addition to daily practical duties involved in running an efficient household, housemothers function as a vital part of a dedicated and enthusiastic staff.

Housemothers are expected to be committed and active Christians, in good standing in their faith community, inspired by the compassion of Jesus Christ and informed by Catholic social teaching, and have a desire to spread the Gospel to a largely underserved population.

Ideal candidates would possess the following:

- a deep spiritual life, grounded in prayer and Scripture
- a love for mothers and babies
- good listening and communication skills
- conflict resolution skills
- ability to organize and direct a team of volunteers
- ability to make prudent judgments and timely decisions
- patience and grace under pressure
- a sense of humor and enjoyment in life
- ability to be supportive, sympathetic, discerning, and objective
- ability to follow a given budget and use house funds judiciously
- a fair, yet firm, enforcing of policies and procedures as set forth in the house manual
- an understanding of Bella House as a faith-based non-profit, subject to the oversight of a Board of Directors.

To qualify, candidates will need a valid driver's license, computer proficiency, a clean criminal background check, and have completed safe environment training as mandated by the Diocese of Dallas.

Housemothers receive a performance review twice a year and will meet regularly with the Program Coordinator to review policies and assess the effectiveness of the program. As directed by the Program Coordinator, they must be willing to update their skills and/or certifications through occasional workshops, webinars, classes, etc., either on-line or in person. Housemothers report to the Program Coordinator and Board of Directors.

To be considered, candidates must complete a Bella House Employment Application, provide at least two character references, and have two personal interviews. A short written statement (fewer than 100 words) of why she is qualified for, and feels suited to, this position will be required before the first interview.

A minimum one-week paid training period will be required before assuming full responsibilities of the position.

**Qualified candidates can contact the Bella House Program Coordinator, Patty Sherrod, at [pfsherr@sbcglobal.net](mailto:pfsherr@sbcglobal.net), or call 972-690-5711 to request an employment application.**

