

**Miracle Hill Ministries  
Internal Job Posting**

Job Posting: FT Child Care Worker  
Location: Homes for Life, Spartanburg, SC  
FLSA Status: Hourly/Non-Exempt  
Reports to: Program Manager  
Date Job Available: Immediately

Date: June 28, 2017

Job Posting # 2700-4

Basic Job Description:

**Summary:** The Child Care Worker is a competent, professional member of Miracle Hill Children's Ministry. This individual is responsible for the direct care of children under Miracle Hill's supervision. This individual is expected to serve as an advocate, authority and role model for the children within the household in order to provide a continuum of care for all residents.

**Essential Duties and Responsibilities:** Include the following. Other duties may be assigned. To serve as the direct care worker for assigned cottage and help ensure the success of residents:

- I. Direct Care
  - A. Develop relationships with co-workers in order to provide "best practice" care for the youth in the household.
  - B. Ensure success of youth in care by utilizing available tools and training.
  - C. Work with Program Manager and Training Program Administrator to provide "best practice" care for the youth in the household.
  - D. Set spiritual climate in the cottage by personal example, giving special attention to personal soul-winning and discipleship.
  
- II. Continuum
  - A. Work with the Program Manager during the intake process of individual children.
  - B. Enroll children in school and/or serve as a liaison between Homes for Life and the school.
  - C. Keep paper and electronic guest records in accordance with agency policy by utilizing the database.
  - D. Monitor residents' adjustment and progress in the home, and discuss in team meetings.
  - E. Prepare monthly summaries.
  - F. Attend court proceedings, school appointments, and IEPs with youth in care.
  - G. Help coordinate and transport children to visitations, home visits, appointments and services from other agencies.
  - H. Assist in plan of care and reviews for all residents in care.
  
- III. Physical Plant
  - A. Maintain general housekeeping standards within the household.
  - B. Report and follow-up on maintenance needs within the household.
  - C. Ensure security and safety for residents of the household.
  - D. Report and follow-up on periodic replacement and inspections (fire ext. etc.).
  
- IV. To work with the Training Administrator for implementation of Experiential Education, Recreation, Spiritual Development, and Life Skills.

**Education and/or Experience:**

- Bachelor's degree or other equivalent background and experience with High School or GED.

**Qualifications:**

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

**Religious:**

- Be followers of the Lord Jesus Christ expressed through a personal profession of faith and Christian conduct.
- Agree without reservation with the Doctrinal Statement of the ministry.
- Since the church is God's vehicle of spiritual accountability, it is important that employees be an active participant in and in good standing with a local Protestant Church. They must comply with the requirement of their church, in areas of conduct not addressed by Miracle Hill's expected practices.
- Have a passion for evangelism and the spiritual welfare of all served by the ministry to include: guests, volunteers, customers, contributors, and staff.
- Demonstrate spiritual maturity commensurate with the requirements of your position.
- Christian conduct encompasses the biblical principles of humility, integrity and compassion to guide us to act professionally and ethically at all time. Miracle Hill Ministries understands that we have all fallen short in our past but the employees are expected to practice Christian conduct at Miracle Hill including:
  - Abstain from the use of illegal drugs or the inappropriate use of medication.
  - Abstain from activities or addictions that have a detrimental effect on guests or the reputation of the ministry. According to the teachings of Romans 14:13-23, we are to keep from becoming a stumbling block to those within the ministry who may be apt to addiction. It is important to exercise biblical discretion by restricting your freedom in public to include: use of addictive substances such as alcohol or tobacco, choice of literature, and the choice of entertainment. It is important to demonstrate sound judgment that is based on biblical principles that displays evidence of spiritual growth and maturity. (Titus 2:11-12).
  - Relationships, particularly with the opposite sex, are above reproach.
  - Live free of sexual sin (to include pornographic materials, homosexual conduct, and extra-marital relationships).
  - Respect the sanctity of life from conception until death in God's timing.

If interested in the above position, please log on to [www.miraclehill.org](http://www.miraclehill.org) to complete the online employment application.