



## **Title: House Mother**

### **Contractor Position (SLA)**

#### **About the Position**

The House Mother will be responsible for managing the day-to-day operations and supervision of the transitional home during allocated shifts. Brave to Love's transitional home offers housing and support to survivors of trafficking. We aim to provide a safe way of escape and help establish a way for holistic recovery.

#### **Specific Responsibilities**

- Responsible for beneficiaries' intakes, service access in the transitional home, move ins and transition to independent living.
- Maintain an emotional supportive environment and ensure well-being of beneficiaries by addressing physical and mental health needs.
- Coordinate and oversee beneficiaries' recovery programme and transport needs.
- Manage the household schedule for cleaning, cooking etc.
- Manage and maintain household inventory, supplies and groceries.
- Manage services delivered in the home.
- Coordinate and maintain household building management and other building needs.
- Oversee health and safety in and around the residence.
- Coordinate and maintain the schedule for staff shifts.
- Manage donations received.
- Manage the home budget and ensure proper reporting and control.
- Oversee and ensure required documentation is completed.
- Practice trauma-informed, culturally and linguistically sensitive, survivor-centered practices in interactions with clients, staff, service provider organisations, and other stakeholders.
- Attend all staff meetings, workshops, fundraising events and trainings as directed.
- Participate in all other duties and activities as requested or assigned.

## Requirements

- Affirm Christian values and faith.
- Valid driver's license.
- Completed Gr 12 certificate.
- Minimum 2 years experience in caring for people.
- Previous experience as a House Supervisor / House Mother would be an advantage.
- Proficiency in trauma-informed care.
- Experience in leading a team of people.
- Demonstrated ability to build strong relationships and provide compassionate care and empathy.
- Able to work independently and collaborate well within diverse teams.
- Ability to manage difficult situations with beneficiaries in the housing program.
- Computer proficiency including Microsoft Office and computer research abilities.
- Excellent organisational skills with good interpersonal and communication skills.

## Important Information

- The role requires shift work and has live-in requirements.
- We are based in Pretoria, Gauteng.
- Candidates will participate in an in-person panel interview.
- All successfully candidates must have a clear criminal record and background checks will be conducted.
- The interview process will also include a practical assessment which will require on-the-job exposure to determine suitability of a candidate.

## About Brave to Love

Brave to Love is a non-profit organisation and our mission is to reach, rescue, rehabilitate, restore and re-integrate victims and survivors of trafficking. We provide emotional, physical, and psychological support to those women that have been vulnerable and ended up trafficked. We provide training to the brave women that have become survivors to better their lives.

**Send applications to: [info@bravetolove.org](mailto:info@bravetolove.org)**