



# Part-time Daytime Ima (Housemother) Job Posting

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**Mission:** The mission of Mater Filius Colorado Springs (MFCS) is to defend life with love by helping pregnant women, offering a path forward through support, resources and spiritual guidance to nurture the lives of mothers and their children.

## **Position Summary:**

The Ima is the centerpiece of the operations within the *Mater Filius* house.

The word Ima is an Aramaic word for “mother.” This is what Jesus called his mother, the Virgin Mary.

The woman who holds this job in *Mater Filius* must be aware that she will model motherly love for each pregnant woman who comes to the house looking for help. She needs to be willing to be a mother for each Mathis and provide emotional support, as necessary. She also must have the ability to give love, provide firm discipline, and teach.

**Supervision:** Reports directly to the Operations Director (OD)

**Time Commitment:** Regular, part-time position. Hours available 16-25 hours per week, negotiated during the hiring process, on a schedule agreed upon with the OD and ED, typically 7:30am – 4:00pm with a 30-minute unpaid lunch, splitting the days Monday through Saturday with another part-time Daytime Ima. These total hours will include a Weekly Ima Meeting with the Directors.

**Location:** At the Mater Filius Colorado Springs home at the St. Gabriel’s Catholic Church campus in Briargate area of Colorado Springs.

## **Profile**

- Well-developed spiritual life and lives out her Catholic faith.
- Organized, neat, disciplined, and obedient.
- Possesses the gift of correcting with love.
- High sense of responsibility and leadership qualities.
- Clean driving record and current driver’s license
- CPR Certification
- Diocesan Safe Environment Training and Certification
- Married, over 30 years old, Single mom of one child, or widow over 30 years old.
- High school graduate at a minimum

## **Key Responsibilities**

1. Correct and guide each Mathis firmly, but with love.
2. Provide supervision and direction at the House in accordance with the Operations Manual. Follow up and ensure all house rules and instructions are followed as requested. These rules will be supported and enforced consistently.
3. Report everything that is out of the norm, in the house, to the ED, making sure her report is timely, objective, concrete and truthful.
4. Create a warm ambiance so the Mathis feels welcome in the house. Encourage participation and interaction with the existing Mathis and house volunteers.
5. Provide a welcoming atmosphere by encouraging participation in the group environment and all workshops to aid in their development and promote the well-being of each Mathis.
6. Coach and model good group and family behavior such as: parenting, cooking, cleaning, living with others, etc.
7. Ensure that the household management and maintenance is completed as defined. Cleaning, cooking, outdoor clean up, snow shoveling, reporting, etc. Report any disorder in the Mathis' room, closet, or bathroom.
8. Manage and monitor the daily activities for each Mathis. Keep each Mathis busy when they are not working, at school, or in meetings.
9. Notice changes in the Mathis behavior and redirect her to the proper area without commenting directly about the situation. Bring the issue to the attention of the ED and document on the Daily Ima Report. It is not the Ima's role to counsel or discipline the Mathis.
10. Manage the in-house boutique product distribution such as: diapers, formula, personal hygiene items. Collect the "payment" (in points or "bucks" earned during their stay at the house) and document any transactions using the boutique form.

## **General Functions**

1. Menu planning and grocery shopping- Responsible for the fair and timely distribution of food and preventing waste. She will order the necessary ingredients for the weekly meals based on the menu previously established. Ensure that the meals are prepared and eaten based on planned menu to encourage healthy diets and limit food waste. The Ima will only be allowed to modify the menu to prevent wasting food. Leftovers from the week will be served as a buffet on Sunday.
2. Transportation- She will coordinate with approved transportation (approved volunteer drivers or Medicaid transportation) or drive the Mathis to approved appointments and activities such as: doctor appointments, work, school, hospital for delivery, etc. She will never take Mathis out of the house without approval from the ED.
3. Mathis Check in and Check Out- When a Director is not available, complete the check in (admission) process and ensure that the room is ready, and all items are in place. When a Director is not available, check out the exiting Mathis and ensure that all items are accounted for before she leaves. (If for any reason a Director is not able to fill out the intake/admission forms, the Ima will be responsible for this. A Director will leave the forms to be filled out on the desk in the office).
4. Ima Daily Checklist Form- This form should be completed for each Mathis and submitted to the OD every Monday at 10:00 a.m. The "Clean Home" and "Clean Room" sections of the Ima Daily Checklist Form should be filled out Monday through Saturday by 9:30am.

5. Provide an accurate, detailed Expense Report for any expense during the weekend or evenings. If a receipt is not available, a detailed description of the purchase will need to be provided.
6. Request a fault when she feels that another member of the house, volunteer, or a Mathis has not treated her according to the values of the house. Request a fault on the Ima Daily Checklist Form.
7. The Ima is responsible for the supply closets and food pantry, ensuring a detailed inventory of each area is maintained to prevent loss or waste.
8. Take responsibility for the house keys and the vehicle keys.
9. Ensure that the office safe, sacristy door, and supply closet doors are always locked. The Mathis should not enter any of these rooms. Ensure the front and back door are bolted and always locked.
10. If not already done by the Overnight Ima, set the alarm system every evening and disarm in the morning.
11. Personal use of the *Mater Filius* internet password is allowed. This password should not be shared with a Mathis without first getting permission from the Director.
12. Oversee the efficient use of water, electricity, heat, and air conditioning.
13. Report any malfunctions in the house facilities such as leaky sinks, lights that do not function properly, or any appliances that are malfunctioning at the Weekly Ima Meeting.
14. In case of fire or extreme weather events, follow all safety protocols. Extreme weather events may include tornado warning, winter weather warning or floods.
15. Monitor the house vehicle and ensure it stays in good condition. Keep it clean internally and externally, schedule oil changes every three months, and store the van.
16. Ensure the Mathis are following the check in and check out procedure every time they exit and enter the house. Please use the Check In and Check Out Form.
17. Ensure rooms are prepared for all new Mathis. Ensure the room is cleaned and bedding and all supplies restocked. Unscheduled exits will require additional cleaning and laundry.

### **Daily House Activities**

1. Coordinate with the OD to develop housekeeping schedules and post them on the information board, Weekly Calendar and Wall Calendar.
2. Once the ED finishes the admission process with the new Mathis, the Ima will provide the Mathis with a tour of the house. During the tour, a clear explanation of all the tasks required of the Mathis will be provided. Personal hygiene items such as towels and sheets will also be handed out during the tour.
3. If a new Mathis has clothing needs, the Ima will provide her with a size appropriate boutique welcome bag.
4. Review Ima Daily Checklist and Mathis Weekly Report in depth with each new Mathis. Specifically review the expectations with each Mathis. Review the boutique program so the Mathis understands the boutique “bucks” system.
5. Follow and enforce the Mathis Daily Schedule:
  - a. Ensure that the Mathis and their children are awake, rooms prepared, in the common area and ready for the day no later than 8 am (Monday-Friday), 9 am (Saturday) 8:30am (Sunday). Each room is equipped with an alarm clock and the Mathis should be up at 7:00 am to start their day.

- b. The Mathis should remain in the common area or quiet room (not their bedrooms) from 8:00 am-7:30 pm.
6. Provide supervision for each Mathis as they perform their respective housekeeping chores. Be very meticulous regarding the way housekeeping activities are performed in the house. Saturday cleaning of the entire house, including external chores, must be completed by noon.
7. Supervise all daily duties and ensure completion. For example, the Mathis in charge of the kitchen must prepare the food, set the table, and clean the kitchen, pantry, and dining room.
8. Ensure absolutely no food and beverages (excluding water) are taken to the Mathis bedrooms. This will prevent insects and other infestations.
9. Ensure all sheets, towels, tablecloths and tilmas for common use are clean and ready for immediate use.
10. Ensure all Mathis have a month's supply of personal hygiene items and cleaning supplies while overseeing that there is no waste. Provide one week's notice to the OD when supplies are low.
11. Report any wasted cleaning products to the Director of Operations and provide education to Mathis on proper amounts of product needed while cleaning.
12. Always monitor the personal appearance of the Mathis which should include proper personal care and appearance. The Mathis should perform all tasks properly dressed and with their hair appropriately tied back. Pajamas, short shorts, revealing tops, and revealing pants are not approved. The Ima will ask them to change into appropriate attire as needed. If a Mathis is not dressing appropriately for the house, not practicing routine personal hygiene, or cleaning her personal space, the Ima will include this behavior in her Ima Daily Checklist.
13. If a Mathis or her baby need clothing, shoes, or supplies, they will be encouraged to visit the boutique. Boutique hours are listed on the Friday Flash and House Calendar.
14. Mathis Health Conditions
  - a. If a Mathis enters *Mather Filius* with prescription drugs, the Ima will keep them in a locked area and distribute, as necessary. She will also keep a Medication Log.
  - b. She will accompany the Mathis to their doctor appointments.
  - c. She will remind the Mathis to write all doctor appointments, for her and her children, on the wall calendar.
  - d. Remind the Mathis to put the doctor report on the ED's desk.
  - e. She will update the ED on the health care provider's recommendation.
  - f. She will ensure that the Mathis takes her medications as prescribed (dose, duration, special diet, etc.). She will inform the ED when the treatment has not been followed.
  - g. The Ima will drive the Mathis to pick up the prescription and contact the ED if there is an issue with payment.
  - h. Inform the ED if there is a physical limitation or an order which does not allow the Mathis to complete her chores.
  - i. The Ima may stay with the Mathis when she checks into the hospital. The Ima will remain until a Director or family members arrive.

### **Ima Conduct Expectations**

1. Support and model the culture of *Mater Filius* as presented in the Operations Manual. Exhibit and model personal integrity and leadership.

2. The Ima should not show any kind of preference in the treatment of the Mathis. Do not give gifts, presents, favors, or special treats to any Mathis.
3. Maintain professional boundaries with a Mathis. Do not engage in personal conversations with a Mathis. Redirect the Mathis to the ED or Doula.
4. Respect the privacy of each Mathis and do not participate in gossip with other Mathis or staff members.
5. Promote cooperation between Mathis during their stay at the house and most of all during their two weeks post-delivery period.
6. Avoid using nicknames when referring to the Mathis.
7. Use a proper tone of voice and language to speak to the Mathis. When correcting a Mathis for not performing a task, she will ensure that she redirects the Mathis calmly and privately.
8. Always seek opportunities to exercise the virtues of patience and prudence.
9. Sunday outings must be verified by the ED before the Mathis that can leave.
10. Mediate conflicts or misunderstandings that may happen between the Mathis, and report it immediately to the ED.
11. Supervise all visitors and ensure their behavior respects the rules of the house. Notify the ED of any violations.
12. If the Ima has a concern about any area of *Mater Filius* or its members, she should notify the ED and include her concerns in the Ima Daily Report.
13. She will model good hygiene and appearance for the Mathis to emulate.
14. She will inform the ED if a Mathis plans to move out before her actual date of departure.
15. She will model all behavior and house rules for the Mathis such as healthy behaviors in the house (no smoking, vaping, drinking, etc.)
16. Always wear a tilma when in the house.
17. Attendance at Mass during the weekly in-house Mass and on Sunday is highly encouraged.
18. Any visitors the Ima invites into the house during Sunday visiting hours must remain in the commons area or quiet room. No family or children will be allowed in the bedrooms, the Ima room, or in the basement.

### **Training:**

- Orientation to MFCS and on-the-job training with the ED and OD and other staff and volunteers
- Any other training determined to be required for the position, such as CPR/Infant CPR and other training related to the safety/care of infants and children.

### **Background and Safety Requirements:**

- Three references
- Willingness to undergo a background check and complete the Diocesan-required safe environment training

### **Position Benefits:**

- Training as outlined above.
- Two weeks part-time Paid Time Off (PTO) equaling 40 hours total per year, accrued as worked, and .5 (half-time) paid holidays as outlined in MFCS policies.

- Please note that this position does not offer a medical or retirement package or other benefits not explicitly noted here.
- Hourly compensation as a part-time non-exempt employee

**To apply:**

**By April 6**, please submit a cover letter, resume, and three references to Lisa Schmitz, Executive Director, at [lisa@materfiliuscs.org](mailto:lisa@materfiliuscs.org). (Additional applications may be accepted on a rolling basis after April 6 only if positions are not filled during this initial job posting).