



JOB DESCRIPTION

JOB TITLE: House Parent
REPORTS TO: Direct Care Supervisor and Home Life Supervisor
POSITION STATUS: Full-time; Exempt

GENERAL SUMMARY:

The House Parent works with their spouse as a married couple and as a team within the treatment team that may include other professionals to meet the physical, emotional, spiritual, educational, and social needs of children in care. Under the supervision of the Home Life Supervisor, the House Parent performs the duties associated with the following program models; Foster Care, Behavior Modification, Independent Living, and Aftercare Models within a family style living environment for youth depending on which program the position has been assigned to. The House Parent is required to attend treatment team and staff meetings that will ensure that effective communication is successful related to all youth. House Parents are required to attend specific training in order to ensure that mandatory requirements are met.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- ❖ Provide for the safety and protection of youth that includes but is not limited to:
 - Prevention of physical and emotional harm.
 - Prevention of decisions by school agencies, or family members or other person(s) that may be detrimental to the youth.
 - Providing appropriate supervision based on age and individual needs. Supervision includes being aware of and accountable for each child's on-going activity, providing the level of supervision necessary to ensure each child's safety and well-being, including auditory and/or visual awareness of each child's on-going activity as appropriate; and being able to intervene when necessary to ensure each child's safety.
- ❖ Provide for the emotional needs of youth by providing praise, empathy, optimism, and respect.
- ❖ Provide for the physical needs of youth in care that includes
 - Scheduling and keeping all medical, dental, psychiatric, and therapeutic appointments;
 - Meeting the nutritional needs of youth by preparing well balanced meals, planning menus and purchasing groceries for the home;
 - Teaching good personal hygiene;
 - Ensuring that children receive adequate rest and observe healthy bedtime routines, and
 - Ensuring that children receive adequate physical and recreational activities appropriate to their needs, interests and abilities to support good health.
- ❖ Provide for the social needs of youth by teaching social skills and norms outlined in the program models.
- ❖ Provide for the spiritual needs of youth by participating as a Christian example on and off campus, encouraging youth's spiritual growth, participate in regular spiritual devotionals, and when on duty at The Children's Home, attend church with the cottage youth regularly.

- ❖ Provide for the academic and vocational development of youth by working with school personnel, establishing specific goals, and assisting youth in achieving the specific goals.
- ❖ Model appropriate behaviors, morals, and judgment with the youth.
- ❖ Provide helpful feedback related to the youth's progress in accordance with the program models.
- ❖ Maintain youth's allowance and accounts by teaching money management.
- ❖ Manage funds for the home including a checking account and cash for youth activities. Prepare regular accounting and reports for funds.
- ❖ Maintain the cleanliness of cottages that includes the inside and outside locations in compliance with state contract and minimum standard requirements, health standards, and administration expectations so that a positive image is presented.
- ❖ Provide transportation for youth in care on a regular basis and as directed by administration.
- ❖ Maintain records and documentation as required by state contract and minimum standards, health standards, and expectations of administration.
- ❖ Demonstrate professionalism at all times that includes
 - Knowing and following all Children's Home policies and procedures and other directives implemented by administration.
 - Knowing and following state contract and minimum standards as prescribed by the Department of Family & Protective Services.
 - Knowing and following the youth rights of children in care as prescribed by the Department of Family & Protective Services.
 - Adhering to confidentiality policies related to protection of youth and staff information
 - Adhering to the reporting requirements for youth that have been abused, neglected and exploited.
 - Cooperating with other staff, other agencies and their staff, school officials, children's relatives and other related professionals.
 - Maintaining professional boundaries with youth and other team members of the Children's Home.
 - Adhering to the Children's Home policies related to protecting agency property and reporting requirements.
- ❖ Attend mandatory training as prescribed for the position.
- ❖ Attend staffing and/or other treatment team meetings when required.
- ❖ Successfully complete mandatory training related to all Program Models.
- ❖ Demonstrate competency, prudent judgment, and self-control in the presence of children and when performing assigned responsibilities.
- ❖ Perform other duties as assigned by Home Life Supervisor and administration.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Must be a person of sound judgment and good moral character, and have the ability to serve as a role model for a large number of youth in a responsible manner.

- Must be able to identify and apply principles of logical thinking for problem solving during youth crisis.
- Must be able to provide positive feedback to youth; ability to motivate youth to make positive life changes.
- Must be able to learn, implement and oversee all treatment approaches in an integrated manner.
- Must demonstrate the desire and ability to teach youth.
- Ability to read and write English.
- Ability to communicate effectively with youth, staff, families, caseworkers, probation officers, medical personnel, support agencies, vendors, community members, donors, board members and other professionals.

PHYSICAL AND SENSORY REQUIREMENTS:

- Bending, lifting up to 50 pounds, grasping, fine hand coordination, pushing and pulling.
- Ability to supervise children by sight and sound and know children’s activities, location and who they are with.
- Ability to administer CPR on a youth in care.
- While sleeping, must be able to hear, waken and physically respond to alarms on youth bedrooms.
- Ability to operate small household appliances and equipment; at least one spouse of the Family Teaching couple must be able to operate a lawn mower, trimmer, and similar yard equipment.
- Ability to protect yourself and possibly restrain a child if it becomes necessary in order to protect the child, other children or yourself from harm.

MINIMUM JOB QUALIFICATIONS:

- ❖ Must have a minimum of a High School Diploma or GED; preferred college classes in social work, education, youth behavioral sciences, child development or a related field.
- ❖ Must be a married husband and wife.
- ❖ Must have a valid Driver’s License and a good driving record.
- ❖ A minimum of 1 year of experience working with youth of any age is preferred.
- ❖ Must be a physically, mentally and emotionally healthy adult with the knowledge, skills and ability to do the tasks in the job description, and have no health or behavioral issues that present a danger to children in care (per TDFPS *Minimum Standards for General Residential Operations, Sec. 748.505*)
- ❖ Must be able to read, write and communicate with others involved in the child-care process.
- ❖ Must have no disqualifying criminal history; must be willing to submit to a thorough criminal and background check that may include submitting to an FBI fingerprint check
- ❖ Must be free of tuberculosis (tb) and submit to a tb test
- ❖ Must submit to and pass a drug test
- ❖ Must be a minimum of 21 years of age

ACKNOWLEDGEMENT

By signing, I affirm that I have read this job description, fully accept the responsibilities described and have received a copy of this job description for myself.

Signature _____

Date _____