



## Job Description: Houseparent

<b>Supervised by:</b>	Director of Children Services
<b>Employment status:</b>	Full Time/Exempt
<b>Minimum Qualifications:</b>	Minimum twenty-one (21) years old, Bachelor's degree or school of preaching program preferred, valid driver's license, clean driving record and criminal history

Houseparents are Christian leaders passionate about facilitating positive life change and development of at-risk children. They provide direct care and manage up to 8 gender-specific children.

Houseparents will promote and implement program goals:

- To foster a healthy, mature spiritual life through a relationship with Jesus;
- To foster healthy relationships with positive, caring adults and peers and to be wise in regulation resources;
- To foster healthy habits regarding exercise, nutrition, and physical well-being;
- To foster healing over past adverse experiences and help create new ways to deal with life's stressors.

Houseparents will be responsible for providing the level of supervision, care, and treatment necessary to ensure the safety and well-being of each child at the facility. Provide children an environment as home-like as possible. Committed in their relationship with Christ and will extend grace and mercy so that each child will feel safe and loved. The bedrock of our program is helping these young people to know Jesus and follow Him. We believe if children will find their identity rooted in Jesus, it will positively impact all aspects of their lives: Mental, Physical, Social, and Spiritual. In this, the children will not just survive but will thrive and develop the skills necessary to leave SCCH and be successful in life.

Houseparents will be familiar with SCCH safety policies, including fire and severe weather protocols. It will be the houseparents' responsibility to inform each child upon admission the emergency procedures specific to the cottage, keep up with drills, and maintain accurate records.

Houseparents are on duty 24 hours per day, 7 day per week. Houseparents will have one week off per month. If relief staff is not available, or if the houseparent chooses to work through their week off, they will receive additional compensation for the extra days worked. Houseparents are supported after hours and weekends by SCCH staff on an on-call rotation for emergency situations.

The houseparent will partner with the caseworker and other staff to meet the children's needs. They will report directly to the Director of Children Services and consistently respect lines of authority within the guidelines of this job description. The houseparent will also respect the job duties of peers and subordinates, without assuming their duties and roles. Houseparents will work to fulfill the mission of **SCCH** and are charged to be leaders, providing day-to-day direct care to children.

### Essential Functions:

1. Ensure the needs of youth are being met, including food, shelter, clothing.
2. To cultivate the youth's spiritual life.
  - Involved in youth groups and church programs
  - Daily devotional and meditation
  - Modeling faith in everyday situations and struggles.
3. Oversee daily living.
4. Assess and train basic life skills, including but not limited to: money management; food management; personal appearance and hygiene; housekeeping; interpersonal skills; educational planning; job-seeking and job maintenance skills; safe driving guidance; health and exercise.
5. Provide transportation as required.
6. Keep accurate records as required by minimum standards.
7. Attend meetings: including child specific staffing court hearings, if requested.
8. Attend and participate in trainings and houseparent meetings.
9. Implement case plan/treatment plans.

10. Work closely with case workers of SCCH, DCFS, CJS, churches, and all other governing agencies.
11. Be capable to deescalate situations and moderate behaviors within program guidelines.
12. Dispense medication timely as prescribed.
13. Advocate for children while working with all agencies, professionals, volunteers, and biological family members.
14. Serve at-risk children and their families for a better future.
15. Communicate and execute the vision of **SCCH** with excellence.
16. Assist with other duties as assigned.

### **Knowledge and Abilities**

Become knowledgeable of the principles and practices of behavior management skills and child development.  
 Become knowledgeable of state and federal laws, rules, guidelines relating to adoption and foster care.  
 Become knowledgeable of agency policies and programs governing foster care and related programs.  
 Become knowledgeable of human services resources.

Ability to evaluate family problems and develop a plan of action for improving relationships.

Ability to review and obtain information.

Ability to prepare, present, and review oral and written technical and confidential information and reports.

Ability to implement case plan goals and strategies.

Ability to plan, organize, and direct the work of children in their care.

Ability to problem solve and demonstrate flexibility.

### **Competencies:**

**Confidence**-will be confident in their God-given abilities and able to present themselves as a leader.

**Encourager**- truly cares about and shows understanding of the children, staff, volunteers, subcontractors, and other community partners.

**Humbleness**- willing to listen, realizes that success requires a team effort, and can resolve conflict in a respectful, caring manner.

**Quality Management**-looks for ways to improve and promote quality and demonstrates accuracy and thoroughness.

**Safety and security**- actively promotes and personally observes safety and security procedures and uses equipment and materials properly.

**Planning and Organizing**- is a driven self-starter who prioritizes and plans work activities, uses time efficiently, and develops realistic action plans.

**Leadership skills**- displays flexibility in leadership and includes staff in planning, budgeting, decision-making, facilitating, and process improvement; makes themselves available to staff, provides regular performance feedback; and develops supervisee's skills and encourages growth.

### **General:**

Approach all decisions in a Christ-like manner with a heart for individuals while maintaining the direction and vision cast by the Executive Director. Take all possible steps to ensure the safety and spiritual wellbeing of all children and employees who reside and/or work on the campuses of **Southern Christian Children's Home**.

**NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.**

The purpose of Southern Christian Home job descriptions is to describe the basic function, major responsibilities/tasks, and essential functions of each job so that employees can better know what is expected of them. The descriptions also provide information useful for recruiting, training, and performance appraisal. This document does not create an employee contract, nor does it modify the at-will employment status of all employees.

A job description is not meant to inhibit employee creativity or innovation. The description will be revised as job responsibilities change materially.