

JOB DESCRIPTION

Job Title: House Parent
Classification: Salaried, Full-time, Exempt
Department: Youth and Family Services
Reports to: Home Manager

Job Summary: The House Parents are the primary caregiver of the youth in our homes. Under the supervision of the House Supervisors and Program Manager, the House Parent performs various duties associated with day-to-day operation of a family style care program for youth. The House Parent position is a salaried, exempt position with the responsibilities of the job requiring more than 40 hours of work in a week.

Duties and Responsibilities:

1. Monitor youth behavior and well-being while teaching children a curriculum of social, academic and independent living skills
2. Prepares and maintains the youth documentation (such as treatment plans, progress reports, incident reports, etc.)
3. Provide for the emotional, physical, spiritual, and social needs of the clients we serve
4. Responsible for cleanliness, general maintenance and upkeep of the home and vehicles
5. Collaborate with other direct care staff to provide consistent teaching and oversight of youth.
6. Maintains fiscal management for youth and home expenses
7. Ensures provision of academic and vocational assistance to children, working closely with the school system in order to assist children maximizing their educational experience
8. Responsible for providing children with a normalized family home environment that encourages the building of close family relationships among the children, their House Parents, and their natural family
9. Is an active member of the treatment team to ensure definition and implementation of an individualized service plan in order to assist children and families in achieving identified positive outcomes
10. Nurtures and maintains positive relationships with members of their homes sponsoring church
11. Dispense medications in a timely and proficient manner
12. Prepare meals and follow USDA guidelines for applicable meals
13. Attends in-service workshops, training programs and consultations implementing feedback received

14. Participation in CQI activities
15. Other duties as assigned

Housing Duties via Appendix D – Campus Housing Agreement:

1. Keep the house/apartment and immediate groups clean
2. Lawn care (mowing, trimming bushes, leaf pick-up, etc.) in areas not accessible by maintenance staff or contractors
3. Routine maintenance and supplies (replacing light bulbs, faucet washers, fuses, etc.) throughout entire home
4. Any repair due to negligence or carelessness in private quarters
5. Care of any furnishings and appliances provided
6. Provide window treatments in private quarters

Essential job functions: *Duties 1- 12 and Housing duties 1-5 are designated as ADA essential functions and must be performed in this job. All other job duties are secondary functions.*

Professional Skills and Personal Characteristics:

1. Dedication to confidentiality in all areas and in all dealings
2. Be a person of high morals and integrity, both personally and professionally
3. Have a willingness and desire to work as a team
4. Be a positive advocate for the Agency and honor its mission in all dealings
5. Possess and demonstrate sensitivity to cultural differences/diversity in all interactions
6. Be professional and enthusiastic at all times; have a professional appearance.
7. Highly organized with an attention to detail
8. Exhibits responsibility and adaptability through good attendance, effective time management, dependability, self-discipline, flexibility, and working independently
9. Communicates effectively verbally and in writing

Minimum Qualifications:

1. Must be 21 years of age
2. Must be a High School Graduate or have GED equivalent.
3. Follows all policies and procedures of the Arkansas Department of Human Services, Arkansas Child Welfare Licensing Board, and other board/commissions that the agency relates to professionally
4. Adheres to all Agency policies and procedures
5. Demonstrates necessary knowledge and skills to perform the job duties, keeping current with new and best practices

6. Successfully passes initial and random drug screenings
7. Basic knowledge of office equipment; ability to produce and maintain records utilizing various software programs as necessary.
8. Possess a valid driver's license and meet all criteria set forth in the DHS' vehicle safety program.
9. Day, night, weekend and holiday work as required
10. Successfully passes initial background screening: must be free from convictions outlined in A.C.A §9-28-409 (e) (A-CC) and be free from substantiated finding of abuse or neglect of children or the elderly.

Preferred Qualifications:

1. Experience (2-4 years) in residential childcare
2. A baccalaureate degree preferred; high school diploma and some college acceptable
3. Experience in the not-for-profit sector

Other:

1. This position will have a ninety day probation period.
2. This position description will be reviewed annually as part of an annual performance evaluation.
3. Regular and consistent attendance is a condition of continuing employment.
4. House Parents understand that they are hired as a couple. Should for any reason one House Parent terminate their position or should the House Parent be terminated, both House Parents will no longer be employed

The specific duties associated with my position may be modified to meet the changing needs of the Agency. My supervisor will notify me if there are changes in the tasks associated with my position.

PERFORMANCE STANDARDS

House Parents

Solid performance will be demonstrated when:

1. Consistently use the current model of care effectively
2. Must attend and participate in 90% of staff development opportunities.
3. Without fail, monitors youth adequately.
4. Properly dispenses medication 100% of the time.
5. Properly fills out USDA paperwork
6. Maintains medication refills and keeps all necessary medication on hand 100% of the time to the extent of their ability
7. Be responsible for all aspects (including but not limited to, food for the weekend and medications filled) of the home, make adequate preparations before being off-duty (including weekends and vacations)
8. House Parents must attentively receive and conscientiously respond to queries or requests for information, assistance or service.

*Vera Lloyd Presbyterian Family Services, Inc.
is an equal opportunity employer and provider.*