



Position Title: House Parent

Schedule: 7 Days On / 7 Days Off

Department: Direct Care

Supervisor: Assistant Program Director/Residential Supervisor(s)

FLSA Status: Full-Time, Exempt

Job Summary:

The House Parent will live in the residence with the children and will provide youth with a strong parental role model while implementing a professional family-style program that emphasizes skill acquisition and personal development and a safe and secure environment in which to grow and learn. The House Parent will be involved in teaching social skills, self-help skills, academic skills, and independent living skills. The House Parent administers the day-to-day operations of a family residence including documentation, domestic responsibilities, transportation and other assigned duties. House Parents will be considered the primary caregivers for all children in the house. The House Parents will serve as important members of the Services Team which regularly reviews each child's case to determine appropriateness of services being supplied.

The House Parent is directly responsible to the Program Director. This position is not eligible for overtime pay.

Essential Functions

The following duties and responsibilities are given as examples of the various types of work performed in this position.

Provide oversight for all childcare responsibilities in the house to ensure a safe, secure, and nurturing environment for all children.

1. Supervises, trains, and is a role model for youth in areas of personal hygiene, medical and dental care, and in utilizing general safety precautions.
2. Abides by agency policies in discipline, family and youth rights, child abuse and maintaining confidentiality youth and other program information.
3. Encourages youth to explore vocational interests and career opportunities and to develop expressed areas of interest.
4. Sets an example, teaching and evaluating proper work habits through on and/or off campus work experience and money management skills.
5. Participates and provides input as a team member in developing and carrying out the child's plan of service.

6. Encourages, participates in, and organizes physical activities as an alternative to passive entertainment.
7. Maintains the assigned house, equipment, and its grounds, in an attractive and functional manner.
8. Manages the fiscal accountability of the house, by planning ahead and purchasing routine supplies as needed; assures the smooth functioning of the house by following the stated policies and procedures of A Kid's Place.
9. Keep and maintain accurate records of expenditures and children's personal monthly allowances.
10. Completes weekly meal menus in accordance with Health Department nutritional standards and participates in the preparation of meals. Provides youth with training in grocery shopping.
11. Accurately completes all necessary paperwork and submits it on time.
12. Transport children to and from school, doctor appointments, and other functions as needed for the program. Assistance in transportation may be provided; it will be the House Parents responsibility for their designated house.
13. Develops a diverse House activity schedule and follows program-wide schedules.
14. Other duties and responsibilities as assigned.

Position Requirements:

- High School Diploma or Equivalent (some college credits preferred).
- At least 21 years of age.
- Good driving record.
- Experience working with children.
- A concern for children and the ability and desire to work and live with children.
- Ability to read, comprehend, and implement documents such as training manuals, and policy and procedure manuals.
- Must have the ability and willingness to work as a member of a multi-disciplinary team.
- Must have experience managing a household and a household budget.
- Must be able to verbally communicate effectively with youth and adults.
- Must be able to write effectively and communicate in a clear and concise manner.
- Must be able to establish and maintain warm, consistent relationships with youth, guardians and other individuals working with A Kid's Place team.
- Must demonstrate ability to organize, prioritize, and implement work activities independently.
- Must have the ability to maintain a flexible schedule.

- Must be skilled at maintaining acceptable tolerance levels for youth behaviors. Must have the ability to model and teach appropriate social skills, dress codes, language, and public behaviors.
- Must be able to work with basic mathematical concepts such as addition, subtraction, multiplication and division.
- Must have a high degree of endurance and have the ability to work under pressure and in crisis situations. Ability to exhibit emotional control, patience and persistence in extremely stressful situations.
- Must have the ability to exhibit behaviors that are kind and nurturing in nature.
- Must have the knowledge and appreciation to teach moral, ethical, and spiritual values to youth.
- Must have good organizational skills and time management abilities.
- Individual is required to sit, stand, walk, talk and hear, use hands and fingers, handle or feel and reach with hands and arms. May also occasionally need to lift or move 0-15 pounds. Specific vision skills for computer usage and written document reading.
- The employee must speak well enough to teach skills, give instructions, discuss strategies, and converse on the telephone.
- Valid driver's license and ability to pass background screening.
- Individual is required to sit, stand, walk, talk and hear, use hands and fingers, handle or feel and reach with hands and arms. May also occasionally need to lift or move 0-15 pounds. Specific vision skills for computer usage and written document reading.
- Maintain a professional demeanor to all staff and external parties
- Must be able to multi-task and prioritize
- Must have basic knowledge of Microsoft Office
- Reliable and punctual
- Attention to detail and maintain deadlines
- The ability to work and comply with all EEOC rules collaboratively, respectfully and to accepting constructive criticism from management with dignity and respect.

For consideration, please submit a resume to Human Resources by email: ebooker@akidsplacetb.org; or by fax to 813-381-3839

A Kid's Place is an Equal Opportunity Employer. M/V/D/F encouraged to apply.