



A Kid's Place is currently recruiting for House Parent(s). The House Parent(s) 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.

House Parents report to the Residential Supervisor. This is a salary, exempt position.

***The schedule is 7 days on/ 7 days off (Thursday – Thursday). The pay rate ranges from \$29K-\$31,500K based off of experience and education.***

#### **Duties/Responsibilities:**

- *Provide oversight for all childcare responsibilities in the house to ensure a safe, secure, and nurturing environment for all children.*
- *Assist with and teach skills as necessary to complete activities of daily living.*
- *Maintains the assigned house, equipment, and its grounds, in an attractive and functional manner.*
- *Keep and maintain accurate records of expenditures and children's personal monthly allowances.*
- *Accurately completes all necessary paperwork and submits it on time.*
- *Completes weekly meal menus in accordance with Health Department nutritional standards and participates in the preparation of meals.*
- *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.*
- *Develops a diverse House activity schedule and follows program-wide schedules.*
- *Constantly monitor the safety, security, and well-being of the children, and actively intervene to avoid any safety hazards to the children.*
- *Maintain a positive, caring, respectful demeanor towards the children at all times.*
- *Work in a spirit of teamwork and collaboration with other Direct Care staff in the Houses to ensure a sense of stability and continuity for the children.*
- *Maintain the absolute confidentiality of all children at the facility, which includes not discussing any information regarding the children to non-employees.*
- *Abides by agency policies in discipline, family and youth rights and child abuse.*
- *Participates and provides input as a team member in developing and carrying out the child's plan of service.*
- *Provide behavior management and interventions for children who may require it and who may display behavioral issues.*
- *Participate in all necessary training and staff meetings.*
- *Other functions as needed or assigned.*

**Qualifications:**

- *High school diploma or equivalent required.*
- *Bachelor's degree preferred.*
- *At least one year's related experience preferred.*
- *Ability to pass a criminal background and drug screening.*
- *Ability to develop and maintain effective working relationships with individuals and children from a variety of cultural and ethnic backgrounds.*
- *Ability to handle sensitive and confidential information with discretion.*
- *The ability to work and comply with all EEOC rules collaboratively, respectfully and to accepting constructive criticism from management with dignity and respect.*
- *Ability to function well in a high-paced and at times stressful environment.*
- *Ability to communicate in clear, effective manner both written and verbally.*
- *Ability to develop and maintain effective working relationships.*
- *Must demonstrate awareness and acceptance of cultural differences of children, staff and community contact.*
- *Strong problem-solving skills.*
- *Ability to prioritize tasks and to delegate them when appropriate.*
- *Proficient with Microsoft Outlook*

**Benefits:**

- *7 days of Paid Time Off*
- *Housing Pay (\$3600 annually)*
- *Holiday premium pay (Thanksgiving, Christmas, New Year's)*
- *401K*
- *Health, Dental and Vision insurance*
- *FSA and HSA*

Please submit your resume to Erin Booker, HR Director at [ebooker@akidsplacetb.org](mailto:ebooker@akidsplacetb.org)

*A Kid's Place is an Equal Opportunity Employer and a Drug & Tobacco Free Facility. All personnel are required to undergo mandatory post-employment offer criminal background checks.*