



### General Summary

<b>I. Division/Department</b>	House Parent (HP)
<b>II. Reports to</b>	Director
<b>III. Specific Title</b>	FLSA
<b>IV. Classification</b>	Non-Exempt

- A. The HP must have the ability, energy, flexibility and maturity to relate to children, youth and adults.
- B. He/she must display the motivation and desire to learn and develop appropriate childcare skills and meet all the employment qualifications as outlined in the standard for a child caring institution.
- C. The HP must be willing to follow the directions or instruction of the Director.
- D. Safety and Supervision of the youth in his/her care is of the utmost importance from the start of his/her assigned shift.
- E. The HP is responsible for providing direct supervision of clients and the facility in a manner that creates a family-oriented environment.

### VI. Qualifications:

- A. Training and experience of HP necessitates a high school education or equivalent. Some college training in the social services or related fields is a preference.
- B. The HP shall be no younger than 21 years of age. The position requires that the HP hold or obtain a valid Georgia Driver's license and be approved through the Georgia DHR Criminal Records Check.
- C. The HP must have the ability to work well with all agency staff, teachers, families, and caseworkers to meet the needs of a client in care. One specific area of personal knowledge demands applying principals and procedures of childcare, appropriate behavior modification during individual or group supervision and when involved in crisis intervention.
- D. Other areas of knowledge require teaching and monitoring proper manners, grooming, hygiene, housekeeping, skills and basic living forms.

### VII. Essential Functions:

- A. Based on our structure of Direct Care, the HP is required to scheduled shifts.
- B. Assumes responsibility to therapeutically wake clients;
- C. Ensure clients complete basic hygiene;
- D. Responsible for providing direct supervision of clients in a manner which creates a safe therapeutic environment;
- E. Make sure all clients receive the appropriate medications as prescribed and put on the MAR.



- F. Responsible for having a working knowledge of medical care that youth may require and possess the ability to provide appropriate first aid care;
- G. Make sure all Medical paperwork is completed which pertains to any type of medical related circumstance, including but not limited to (med referrals, Skin Assessments, etc.);
- H. Ensuring clients are completing their assigned chores;
- I. Responsible for making sure clients are eating portioned controlled USDA meals and following Individualized diet plans. Also maintaining proper paperwork associated with mealtime (i.e. food percentage sheets, etc.)
- J. Ensure clients are transitioned to and from school together, on time and appropriately dressed according to seasons;
- K. When assigned by Director, assist in classroom management;
- L. Responsible for ensuring the general upkeep of the residential living area by doing general housekeeping. This includes cleanliness of common areas, including but not limited to, kitchen, dining area, TV rooms, halls, patio, backyard, laundry room, office areas, client's personal areas, bedrooms, bathrooms, dressing areas, etc.;
- M. Attends and participates in planned professional development programs including Individual and group supervision, in-service training, staff meetings, professional workshops, and any other meetings involved with the client's treatment plan;
- N. Responsible for assisting and teaching basic independent living skills;
  
- O. Responsible for transporting clients to appointments in a timely manner;
- P. Responsible for following appropriate off campus itinerary schedules;
- Q. Responsible for reporting to the Director all pertinent information relating to the clients;
- R. Fulfills the role of mentor by providing understanding and care to clients, listening to their problems, providing guidance to them, and using appropriate methods of positive and negative reinforcements in response behaviors;
- S. Responsible for consistently planning, implementing and evaluating client activities. T. Conduct yourself in a professional manner at all times, following the HOH professional Code of Conduct;
- U. Responsible for assisting treatment service workers during group activities or group discussion;
- V. Take initiative to provide and participate in appropriate activities for the clients, according to client level and individual treatment plan;
- W. Responsible for monitoring clients throughout the night, maintaining proper related paperwork including bed check forms, progress notes, and Incident Reports;
- X. Attend and successfully complete all mandatory trainings (CPI, CPR/First Aid, Documentation, Medical Training, Conscious Discipline, Cultural Diversity);
- Y. Be open to all constructive criticism from your peer group or supervisory personnel, and;
- Z. Responsible for all other duties as assigned by his/her supervisor.

#### **VIII. Other Functions**

- A. Acts as a positive role model for clients and staff.
  - Demonstrates with behavior that is appropriate.
  - Speaks positively regarding co-workers, clients and programmatic areas.



- B. Displays enthusiasm.
  - ▶ Willingly and cooperatively performs all duties requested.
- C. Completes training requirements for this position.
  - Participates in classes/workshops.
  - ▶ Completes required documentation.
  - Uses time management to insure completion of required hours.
- D. Is a contributing team player.
  - Participates in making decisions by open consensus.
  - ▶ Supports teammates' efforts to perform.
  - Is accountable for what was agreed upon.

**VI. PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

Physical demand and work environment are representative of those that must be met by an employee to successfully perform the essential functions of this job. Walking, talking, hearing, using hands to handle, feel or operate objects, tools, or controls and reach with hands and arms. Ability to push, pull, lift, and/or carry up to 50 pounds and be able to perform CPI restraints. Must have the stamina and energy to work the scheduled work shift. This position requires moderate to intense visual concentration, reading, using a computer and reviewing patient charts. This position may have contact with other HOH staff, residents, families, and vendors/suppliers requiring excellent communication and problem-solving skills and professional demeanor.

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this job. They are not an exhaustive list of all duties and responsibilities associated with it.

Employee's Signature Date

Immediate Supervisor's Signature Date

 Director