JOB DESCRIPTION

**POSITION TITLE:** House Parent **FLA STATUS:** Hourly

**EMPLOYMENT STATUS:** Part-time  **DATE LAST UPDATED:** 7/18/22

**POSITION SUMMARY**

This position provides personal and professional advice to residents, supports residents with caring for the babies and assists with enforcing the rules of the facility.

**REPORTING RELATIONSHIPS**

**Position reports to:** Resident Program Manager

**Positions supervised:** None

**DUTIES AND RESPONSIBILITIES**

* Supervises babies including feeding, dressings, playing, reading and putting to sleep
* Assists residents in primary parental responsibilities to include childcare, household tasks and safety precautions
* Trains residents in proper procedure to conduct household duties
* Assists the Resident Program Manager in enforcing the rules of the home in accordance with established protocols
* Distributes and monitors prescribed evening and nighttime medications
* Checks in with residents on a regular basis to ensure their wellbeing and address concerns as needed
* Transports residents to various appointments and activities as needed
* Organizes events for residents as instructed
* Spends quality time with residents including one-on-one discussions, group discussions, watching appropriate movies or shows, playing games and participating in any other activities that support the residents’ growth
* Assists maintaining records regarding the residents’ progress
* Participates in hurricane, fire and other disaster preparation training and drills
* Secures the doors and windows of the facility at night

**ADDITIONAL DUTIES**

* Performs other related duties and assumes other responsibilities as necessary or as delegated

**QUALIFICATION AND EXPERIENCE**

*Education, experience, licensing and certification*

* High school diploma or equivalent, supplemented by a minimum of two years of resident advising experience
* CPR/AED and Behavioral Management Crisis Prevention (BMCP) certification
* In-house Florida Association of Christian Child Caring Agencies (FACCCA) training certification
* Valid driver’s license

**NECESSARY SKILLS & ABILITIES**

* Ability to communicate effectively both verbally and in writing (basic competence with MS Word)
* Ability to compose accurate correspondence and resolve routine issues
* Advanced communications and reading skills
* Ability to multi-task to ensure daily and weekly deadlines are met
* Ability to work cohesively in team-oriented, collaborative environment
* Demonstrated open-mindedness and welcoming of individual differences including race, culture, religion and economic background
* Demonstrated friendly disposition to facilitate interaction with and supervision of residents

**WORK ENVIRONMENT**

* Works in group living environment
* Required to work nights and weekends
* Required to travel to local appointments and activities with residents and assist with activities in an outdoor environment
* Occasional need to lift, carry, push and/or pull objects weighing up to 20 pounds

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer. Requirements are representative of minimum levels of knowledge, skills or abilities.*