

Position Specifications and Essential Duties

Position Title: House Parents

Location: Dunnellon, FL

Classification: Full Time, Live In

Effective Date: 11-20-17

General Purpose of the Position

The Houseparents will employ Biblical values in modeling a healthy family lifestyle for the children residing in their home. They will manage the home so as to create an environment which facilitates the attainment of the goals established with and for each child when he/she was accepted into the home. Within a structured environment, the Houseparents ensure a Biblical approach to nurturing each child. Additionally, the house parents will assist in the care and physical maintenance of the home and its property/grounds.

Position Specifications and Duties:

Spiritual Development of the Child(ren)

- Provide a Christian example in all areas
- Train children in the experience of active worship
- Conduct daily family devotions

Emotional Development of the child(ren)

- Become familiar with each child's history
- Assist the child(ren) in attaining their goals
- Assure the child(ren) that he/she is accepted unconditionally
- Hold the child(ren) accountable for their actions and responsibilities
- Be fair and consistent
- Work closely with the Director of Operations

Intellectual Development

- Encourage a positive attitude towards school
- Provide structured time to complete school work
- Be available to work with the child(ren) on school work and projects.
- Work closely with tutors
- Attend school functions including parent conferences and open house
- Encourage the child(ren) to participate in extracurricular activities
- Ensure the child(ren) are enrolled in school

Discipline

- Employ positive discipline to help the child learn self-control
- Consider the child(ren) age, history, and intellectual development in assigning discipline
- Discipline will be consistent
- Serious offenses such as drug use, sexual acting out, running away, or criminal offenses need to be reported to the executive director immediately and followed up with an Incident Report
- Corporal punishment under no circumstances is an option

Physical Development

- Provide activities that include sports both on site and off.
- Maintain a calendar of monthly events
- Activities need to be planned one month in advance
- Activities that involve going out of state or spending a night elsewhere need to be approved by the executive director
- All activities will be logged
- Chore charts will be maintained
- School is the number one priority and NO activities should supersede school attendance.

Housekeeping and Home Maintenance

- Demonstrate and supervise the child(ren) in household chores helping them to achieve good housekeeping habits
- Assign chores that are age appropriate
- Child(ren) can rotate chores monthly
- House parents will assist in the care and physical maintenance of the home and its property/grounds.
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Food

- Plan menus that are nutritionally sound
- Teach the child(ren) the complexities of meal planning and selection
- Model and practice good table manners
- Eat as a family

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