

Job Title: House Parent

Location: Washington, NC

Reports To: Operations Director

FSLA Status: Non-exempt / Hourly {Part Time and Full Time Positions Available}

Job Description: Houseparent

Position Overview: The Houseparent is responsible for the care, supervision, and support of our teen residents during their assigned shift. This role involves creating a safe, nurturing environment while fostering the emotional, physical, educational, and spiritual development of each youth. The position requires the ability to manage a variety of tasks including household management, emotional support, discipline, educational assistance, and relationship building with youth in care. The Houseparent also works closely with other staff members, providing both independent and team-oriented support to ensure the well-being of the residents. **This is not a live-in position.**

Responsibilities

1. Supervision and Support

- Ensure the safety, well-being, and security of youth by providing appropriate supervision and support.
- Collaborate with the team to maintain a clean, orderly, and homelike environment.
- Foster trust-based relationships, offering emotional support and positive interactions.
- Adjust supervision levels based on the needs of each youth to ensure proper care and safety.

2. Household Management and Environment

- Maintain cleanliness and safety within the living environment, ensuring that all facilities and equipment are clean, functional, and well-maintained.
- Guide and support youth in completing household responsibilities, including chores and personal care tasks.
- Supervise and encourage proper hygiene, personal grooming, and clothing maintenance.
- Ensure that youth have appropriate clothing, hygiene supplies, and any needed personal items.

3. Emotional, Spiritual, and Educational Support

- Provide emotional support to help youth manage stress, trauma, and placement adjustments.
- Use consistent, fair, and reasonable discipline to support behavioral development.
- Encourage participation in spiritual activities, fostering spiritual growth through services, programs, and individual engagement.
- Assist with educational needs, including supporting or teaching curriculum of Kelly Children's Home Life Skills Program, helping with homework, supporting participation in tutoring, and attending parent-teacher conferences.
- Encourage involvement in academic, athletic, and social activities to promote well-rounded development.

4. Health and Physical Needs

- Administer first aid and medications as required, ensuring health needs are addressed promptly and accurately.
- Accompany youth to medical, dental, and therapy appointments, and follow up on prescribed treatments.
- Ensure youth receive adequate rest by setting appropriate bedtimes that align with their developmental needs.
- Guide youth in maintaining healthy eating habits, good hygiene, and self-care practices.

5. Recreation and Development

- Ensure that each youth's recreational needs are met by providing age-appropriate activities in the home and the community.

- Promote independence by coaching youth in self-care skills and encouraging participation in skill-building activities.
- Support youth in socialization and extracurricular activities, helping them engage in both academic and social pursuits.

6. Documentation and Administrative Duties

- Complete and maintain all required documentation, including reports on youth care, incidents, and activities, in compliance with licensing and agency policies.
- Manage agency resources, including funds and equipment, safely and in accordance with agency policies.
- Maintain accurate records of medications, appointments, and other critical care-related activities.

7. Collaboration and Teamwork

- Collaborate with other staff, social workers, and administrative personnel to ensure the best interests of the youth are met.
 - Attend required training, meetings, and workshops to enhance professional development and maintain licensing compliance.
 - Participate in regular performance evaluations and contribute feedback to enhance care services and team dynamics.
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Qualifications

- **Education:**
 - High school diploma or GED required. College degree or further education in child care, social work, or a related field is preferred.
 - **Skills:**
 - Strong interpersonal, communication, and problem-solving skills.
 - Ability to remain calm in difficult situations and manage challenging behaviors effectively.
 - Strong organizational skills and ability to manage multiple tasks simultaneously.
 - **Experience:**
 - Experience with adolescence, behavioral management, or a related field preferred.
 - **Adaptability / Flexibility:**
 - The responsibilities outlined in this job description are not exhaustive. As the needs of the organization evolve, you may be asked to take on tasks outside of your primary role. We value flexibility and a 'one team' mindset, and expect all team members to collaborate and adapt to changing priorities to support the overall success of the organization.
 - **Other Personal Attributes:**
 - Compassionate, patient, and responsible.
 - Ability to form and maintain positive, professional relationships with youth and coworkers.
 - Strong moral and ethical values consistent with the agency's mission and values.
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