



## Houseparent

**Job Title:** Houseparent

**Location:** Washington, NC

**Reports To:** Operations Director

**FSLA Status:** Non-exempt / Hourly (*Part-Time and Full-Time Positions Available*)

### *Job Overview*

The Houseparent is responsible for the care, supervision, and support of 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. Responsibilities include household management, emotional support, discipline, educational assistance, and building relationships with youth in care. The position requires teamwork and independent support to ensure the well-being of the residents. (*This is not a live-in position.*)

### *Key Responsibilities*

- **Supervision & Support:**
  - Ensure the safety and well-being of youth by providing appropriate supervision.
  - Collaborate with the team to maintain a clean, homelike environment.
  - Foster trust-based relationships and provide emotional support.
  - Adjust supervision levels based on individual youth needs.
- **Household Management & Environment:**
  - Maintain cleanliness and safety within the living environment.
  - Support youth with household responsibilities, including chores and personal care tasks.



- Ensure youth's proper hygiene, personal grooming, and clothing maintenance.
- Provide necessary supplies and ensure items are well-maintained.
- **Emotional, Spiritual, & Educational Support:**
  - Offer emotional support to help youth manage stress, trauma, and placement adjustments.
  - Use consistent, fair discipline to support behavioral development.
  - Encourage participation in spiritual activities and foster spiritual growth.
  - Assist with educational needs, including homework, tutoring, and attending school meetings.
  - Promote involvement in academic, athletic, and social activities for holistic development.
- **Health & Physical Needs:**
  - Administer first aid and medications as required.
  - Accompany youth to medical, dental, and therapy appointments, following up on treatments.
  - Ensure adequate rest by setting appropriate bedtimes.
  - Promote healthy eating habits, hygiene, and self-care practices.
- **Recreation & Development:**
  - Provide age-appropriate recreational activities both at home and in the community.
  - Promote independence by coaching youth in self-care and skill-building activities.
  - Support youth in socialization and extracurricular activities.
- **Documentation & Administrative Duties:**
  - Maintain accurate records, including care reports, incident logs, and activity documentation.
  - Manage agency resources, such as funds and equipment, responsibly.
  - Record medications, appointments, and critical care-related activities accurately.
- **Collaboration & Teamwork:**
  - Collaborate with staff, social workers, and administrative personnel.
  - Attend required training, meetings, and workshops.
  - Participate in performance evaluations and provide feedback to improve team dynamics.



## ***Skills & Qualifications***

- **Education & Experience:**
  - Seeking at least 7-10 years of work experience.
  - A college degree or further education in childcare, social work, or a related field is preferred.
  - Preferred experience with adolescence, behavioral management, or related fields.
- **Skills:**
  - Strong interpersonal, communication, and problem-solving skills.
  - Ability to remain calm in difficult situations and manage challenging behaviors.
  - Strong organizational skills to handle multiple tasks simultaneously.
- **Adaptability & Flexibility:**
  - Responsibilities may evolve based on organizational needs. A collaborative and flexible mindset is essential.
- **Personal Attributes:**
  - Compassionate, patient, and responsible.
  - Ability to form and maintain professional relationships with youth and coworkers.
  - Strong moral and ethical values consistent with the agency's mission.