**JOB TITLE: THERAPEUTIC HOUSE PARENT /RELIEF THERAPEUTIC HOUSE PARENT (CHILD CARE WORKER)**

**ESSENTIAL FUNCTION**

Supervise residents and assist residents within agency policies, procedures and practices to assess their needs.

**SPECIFIC DUTIES**

**RESIDENT SUPERVISION AND TEACHING**

1. Remain alert to expedite job responsibilities.

2. Supervise daily activities of all residents.

3. Assist and teach residents concerning living skills and acceptable social behavior.

4. Set appropriate limits and provide an adult role model from which the residents can grow and develop.

5. Assist in providing transportation as needed.

6. Provide resident intake interviews as required.

7. Relate to the residents in a supportive manner.

8. Respond to crisis situations as recommended in the Procedure Manual.

9. Complete periodic bed checks as instructed by Coordinator.

10. Comply with agency policies and procedures and the Department of Children and Family Services “Code of Ethics for Child Welfare Professionals.”

**HOUSE MANAGEMENT**

1. Assist and teach residents maintenance of their own bedrooms and other areas of the facility.

2. Perform required maintenance tasks on the house and outside areas.

3. Assist and teach residents, as required, in the preparation of breakfast.

4. Check house to make sure it is secure and safe.

**PROGRAM ADMINISTRATION**

1. Implement group home routine as designated in the Group Home Procedure Manual.

2. Maintain required records and logs for each resident.

3. Be available for in-service training.

4. Carry out all duties as designated by the Coordinator.

**INTAKE**

1. Responsible for on-call requests for services from individual crisis situations referred from the answering service and assessing whether or not placement is indicated.

2. Responsible for providing referral services when placement is not indicated.

**ACCOUNTABILITY**

Therapeutic House Parent report to Supervisor

**HOURS OF EMPLOYMENT**

Hours and days shall be scheduled by the Coordinator according to the needs of the program.

**JOB QUALIFICATIONS**

1. Must be at least 21 years
2. Have a baccalaureate degree in human services;
3. Have an associates degree and three months experience working with children; or
4. Be a high school graduate or have a General Education Development Certificate (G.E.D.) and have six months of experience working with children.

**REQUIREMENTS**

4. Must have a valid driver's license, an automobile, and adequate automobile insurance.

5. Must become certified in CPR and First Aid within six months of employment.

6. Must complete a Medical and T.B. test providing proof of results.

7. Must be fingerprinted and have a Background Check

8. Must submit official educational transcripts from the last school in which a degree was awarded.

**PHYSICAL DEMANDS AND WORKING CONDITIONS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions. While performing the duties of this job, the employee is frequently required to sit; talk or hear; stand; walk; and use hands to handle or operate objects. The employee is occasionally required to climb or balance, stoop, kneel, crouch, lift, reach with hands or arms and run. The employee must occasionally lift and/or move up to 40 lbs. The employee must be capable of working a varied shift schedule. Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. Work is performed primarily in the assigned facility, and occasionally in vehicles, meeting rooms both in the facility and at other agency sites.