



Job Title: Houseparents
Report to: Director of Residential Care
Classification: Exempt
Department: Residential Care
Supervises: Residential Care Residents

Summary:

The primary responsibility of all Boysville staff is to provide a positive role model for our children. Houseparents will be assigned to work as a couple in a specified cottage. Work schedule will reflect meeting the needs under the essential job functions and will be overseen by the Director of Residential Care. All employees of Boysville, Inc. receive training in the Quality Improvement (QI) activities of the company and are required to actively participate in QI meetings, tasks, projects and/or committees, as needed.

Essential Job Functions:

- Actively participate in the home life of residents.
- Provide residents the internalization of skills and attitudes necessary to succeed in life by setting appropriate examples.
- Responsibilities includes all those items and responsibilities of a parent, including the provision of material needs, physical needs, spiritual needs, emotional needs, and disciplinary needs.
- Prepare meals.
- Pickup groceries.
- Administer and document all medications.
- Inform appropriate parties when medications are low.
- Inform appropriate parties of side effects of medications.
- Provide transportation for residents with a Boysville assigned vehicle.
- Follow regular schedules and participate in related planning.
- Assist in completing all documentation necessary to fulfill all state and other requirements.
- Required to participate in the Plans of Service.
- Maintain the standard of structure and discipline in a manner agreeable with the Director of Residential Care.
- Facilitate an ongoing relationship with residents and their families.

- Utilize available training to improve role as Houseparents.
- Efficiently utilize the support available through Boysville properly.
- Must maintain a good working relationship with pertinent Boysville staff in order to accomplish objectives and goal.

Essential Job Competencies:

- Follows policies and procedures of agency
- Builds and maintains professional, appropriate relationships with youth
- Uses effective problem-solving methods when addressing interpersonal differences with youth and co-workers
- Implements individual plans of service consistently
- Supervises and monitors youth to ensure safety and compliance with rules of the agency
- Models appropriate behavior for youth (maintains positive, mature behavior; follows through on commitments and models compliance with rules; follows directions of administrative staff in charge; consistently and fairly applies rules; avoids negative methods of discipline i.e. threatening, shouting, isolating or shaming youth)
- Uses the least restrictive discipline techniques
- Attends and actively participates in required meetings: supervisory, plans of service and others as assigned
- Communicates effectively with, builds effective relationships with other staff
- Maintains current certification in First Aid/CPR and SAMA
- Regularly attends and actively participates in required training; acquires 50 hours of training each year
- Works dependably (shows up on time, is available to work as needed, calls in properly when necessary, and doesn't call-in excessively or on a regularly basis)
- Completes and submits all required forms and documentation in a timely manner.

Qualifications:

- Must have HS Diploma or GED with 1 to 2 years relevant experience/education, *license in childcare preferred*.
- Must possess excellent communication, organization and time management skills.
- Must have a valid driver's license with an excellent driving record.
- Required to participate in a minimum of 50 training hours annually.
- Must possess cultural sensitivity towards residents.
- Must exhibit behavior that demonstrates cultural diversity and sensitivity (See Corporate Policy #2103).

Physical/Mental Requirements:

- Ability to read, write and converse in English.
- Ability to care for up to 12 children.
- Ability to communicate with staff, residents, families, vendors, support agencies and others.
- Ability to handle stress.
- Bending, lifting, grasping, fine hand/eye coordination, pushing/pulling, prolonged sitting/standing.
- Ability to respond to telephones and other auditory stimulation.
- Quantitative/mathematical ability (addition, subtraction, multiplication, division, standard measurements).

The job description is intended to describe the general nature of work performed and is not inclusive of all responsibilities, skills and duties; May perform other duties as assigned. Employment with Boysville, Inc. is voluntary and subject to termination at will, with or without cause, and with or without notice, at any time. Nothing in this job description shall be interpreted to be in conflict with or to eliminate or modify in any way the employment-at-will status of Boysville, Inc. employees.