**JOB DESCRIPTION: HOUSEPARENT**

**QUALIFICATIONS**

1. Shall be at least twenty-five (25) years of age
2. Shall be a married man and woman, minimum of three (3) years
3. Shall have a high school diploma or equivalent; a college degree in an area of ministry or human services is preferred
4. Shall have experience [at least two (2) years duration] with children and/or teens
5. Shall be able to work cooperatively with other staff and accept responsibility and supervision
6. Shall be in good physical and mental health
7. The Executive Director shall hold the Biblical view that the salvation process includes faith, repentance, confession, and baptism by immersion; once hired, the candidate must attend a local Christian Church or Church of Christ.
8. Shall meet state standards for background checks and special driver’s qualifications

**RESPONSIBILITIES**

1. Provide for the daily supervision, love, care, instruction, and discipline of each child in their care
2. As related to the placement of children in the home, work as a team member with the Executive Director-Child Care and the Counselor/Caseworker
   1. Schedule preplacement visits as soon as possible for any child recommended by the Counselor/Caseworker
   2. After preplacement visit, make a recommendation about acceptance and communicate it to the Counselor/Caseworker within three (3) days of the visit
   3. If there is disagreement between the houseparents and Counselor/Caseworker about the appropriateness of either a preplacement visit or a placement, it can be appealed to the Executive Director-Child Care
3. Keep the house clean, neat, and repaired; if maintenance needed is beyond the skill level of the houseparent, a work order should be completed
4. Abide by the chapter on Child Care in this Rules and Regulations manual
5. Attend staff meetings and kid team meetings as scheduled; attend Family Development meetings per policy
6. Create a Christian atmosphere within the home for the family; have daily devotions in the house at least five (5) days a week
7. Prepare a board report for all regularly scheduled Board meetings
8. Actively work to build and maintain good relationships with each child’s parents
9. Plan meal menus at least once weekly in advance; retain such menus
10. Participate in school, church, and community activities only so far as time will permit absence from responsibilities of the home
11. Be present in the home when children are there
12. Maintain a daily log for each child in the home; log all medicines administered
13. Maintain appropriate written house rules; house rules should be updated annually and submitted to the Executive Director-Child Care in January of each year
14. Conduct fire drills during January, March, May, July, September, and November; conduct earthquake and tornado drills annually during March
15. See that the medical needs of the children are met and that they have at least an annual physical and dental exam
16. Accept responsibility for at least one major task besides houseparenting duties (to be assigned by the Executive Director-Child Care); such responsibility will often be related to New Life Academy, the storeroom, or other areas of campus.
17. Ensure that houseparenting duties and on-campus work assignments take priority over any off-campus work as per policy
18. Turn in receipts to the office for all purchases made for the home in a timely manner

**Houseparent Salary Range**

**As approved by the Board on 11-12-03**

**Years Experience %of Maximum Salary**

0 80%

1 & 2 85%

3 & 4 90%

5 & 6 95%

6+ 100%

A college degree will be considered in the hiring decision and in addition a college degree will be credited as a year’s experience. All pay increases will be at the beginning of the fiscal year. Experience will be rounded up or down to the nearest year. For example, 6 months’ experience will be rounded to one year’s experience on July 1st. The above is a guideline and may be adapted by the board to fit the specific experience and skills of the candidate.

**SUPERVISION**

Shall be responsible to the Executive Director