

THE CHILDREN'S HOME

DRAFT

Position: House Parent- My Aunt's House

Responsible to: Program Coordinator- My Aunt's House

Position Purpose: To oversee and provide a nurturing residential environment to pregnant and/or parenting teens and their children while preparing them for independent living.

Qualifications:

1. Bachelor degree in a human services or related field from an accredited college or university preferred.
2. Knowledge of child development and/or prior experience working with at risk populations preferred.
3. Demonstrated ability to use sound discretion and independent judgment developing and implementing decisions.
4. Demonstrated ability to operate well in crisis situations.
5. Demonstrated knowledge of cultural issues that can effect treatment.
6. Demonstrated ability to work well with others; flexible (including work days and schedule).
7. Effective written and verbal communication skills.
8. Has a valid North Carolina driver's license
9. Physical adeptness to perform all job duties, including the use of physical restraints
10. Agrees with and adheres to the General Principles and Qualifications, Section # 401, in the Personnel Policies of The Children's Home

Job Responsibilities:

THERAPUETIC SKILLS

1. Exhibit knowledge and understanding of therapeutic group dynamics, emphasizing the Cornerstones Model (experiential, family-centered, individual, and systemic approaches) within the program setting; model a thorough understanding of systems and strength-based thinking as well as the importance of family-centered practice.
2. Demonstrate leadership skills that foster a positive, growth-enhancing therapeutic environment that promotes the development of healthy traits in program participants as well as self and other staff.
3. Participate in assessing and addressing clients' and families' spiritual, emotional, educational, cultural, recreational, physical, and independent living needs at each stage of development.
4. Create and participate in providing opportunities for clients to work on their goals through therapeutic experiential activities.

5. Attend team meetings, staffings, assessments, family meetings, and school-related conferences as needed.
6. Assist in providing clinical services through family, individual, and group meetings as appropriate.

TECHNICAL KNOWLEDGE

7. Demonstrate a basic knowledge of the developmental needs of children, including newborns, infants, and toddlers.
8. Demonstrate the importance of consistency in ensuring that the daily resident schedule is maintained and program rules are implemented.
9. Attend to maintenance and housekeeping tasks (e.g., menu plans, requisitions, daily sheets, inventory, laundry, garbage disposal, cleaning cottage and grounds, maintaining office organization, notification of building and vehicle maintenance issues, coordinating use and cleanliness of vehicles, etc.).
10. Develop and implement a plan that models and teaches the value of developing healthy independent living skills, including appropriate social skills, cooking, proper nutrition, cleaning, taking care of personal property, appropriate rest, personal hygiene, budgeting, and school/work/vocational skills.
11. Under a supervisor's direction, collaborate and network with community resources in order to meet program needs as well as prepare participants for successful discharge.
12. Assist in the provision of case management services to ensure a comprehensive array of needs are addressed, with an emphasis on health, safety, reduced repeat pregnancy, parenting skills, economic self-sufficiency, and independent living skills.
13. Provide consistent supervision to all children in care; plan for and monitor their activities, chores, school work, and health needs as well as attend religious services scheduled while on duty.
14. Serve as an on-call resource for the program as needed.
15. Appropriately administer medications.
16. Develop and implement a plan for professional development.

ANALYTICAL SKILLS

17. Identify effective ways to work with specific individuals, families, and groups given their unique challenges, special needs, and particular strengths.
18. Actively problem-solve and get help regarding systems issues that affect the client/family.

19. Use information from the assessment process to provide services that are based on the client/family strengths, preferences, and needs.

DECISION-MAKING SKILLS

20. Use sound judgment in developing and implementing decisions as well as making decisions in collaboration with clients/families and other professionals as appropriate.
21. Take direction from supervisors as well as work independently.
22. Make sound decisions in crisis situations.
23. Exercise good judgment related to work performance and ethics.
24. Provide age appropriate structure and respectful responses to clients/families under stress, resolving conflicts in a non-violent manner.
25. Function as a strong team member, cooperating with others to obtain common programmatic goals and establishing good working relationships with co-workers while maintaining a positive, problem-solving attitude.
26. Establish rapport with clients/families/others and develop meaningful therapeutic relationships with those in care.
27. Serve as liaison to the various support services offered to children and families (e.g., education, medical, experiential/recreational, spiritual life, etc.).

COMMUNICATION SKILLS

28. Demonstrate effective written and verbal communication skills.
29. Demonstrate active listening skills and communicating support to client/ families.
30. Use communication that is age and developmentally appropriate as well as culturally relevant.

DOCUMENTATION SKILLS

31. Provide accurate and clear documentation of services provided, interventions used, and client progress, ensuring they adhere to licensing, billing, and accreditation standards.
32. Submit client and personnel documentation in a timely manner.

QUALITY IMPROVEMENT

33. Ensure the provision of culturally sensitive services by demonstrating knowledge of cultural issues that affect the populations being served.

- 34. Ensure the provision of quality services through participation in The Children's Home's Continuous Quality Improvement (CQI) process.
- 35. Ensure compliance with all applicable standards of practice.
- 36. Actively promote the mission, values, and purpose of The Children's Home.

The above list is not all-inclusive. Other responsibilities may become necessary in the course of working routines and therefore be required.

I have received and read this job description. I understand these responsibilities and am ready to fulfill them to the best of my abilities.

Employee Signature

Date

Authorized by:

Supervisor Signature

Date