



# THE BAPTIST CHILDREN'S VILLAGE HOUSEPARENT JOB DESCRIPTION

## 1. QUALIFICATIONS

The individual holding the position of Houseparent must be a mature Christian adult with personal integrity, character and reputation consistent with the standards and ethics expected of any member of The BCV staff. Individuals holding this position must possess a minimum of a General Educational Development diploma (GED), applicants with at least some college coursework being preferred. Exceptions to this educational requirement may be made for persons who have exceptional work records and/or related experience, with the express approval of the Executive Director.

Both single applicants and husband/wife teams may be considered for this position, relative to the specific Cottage need. Although applicants with past experiences in childrearing are preferred for this position, individuals with no such experience are considered for employment. Normally, parents with dependent children are not accepted for employment as Houseparents, but the Administration reserves the right to consider and evaluate each applicant individually, based upon agency need and applicant qualifications otherwise, with the best interests of agency clients, those of the applicant family and appropriate and available agency facilities being considered in the decision. In any case, successful applicants must be willing and prepared to move to an agency facility and make their homes with clients in residential care.

As with every staff member of the agency, successful applicants must submit to and receive clearance by and from a Criminal Records and Child Abuse Inquiry, in form and manner mandated by applicable statutes and regulations governing licensed residential child care agencies in the State of Mississippi. Additionally, successful applicants must have been given at least four positive and supportive references, at least one of which shall be provided by a former employer and at least one of which shall be provided by an actively serving minister of a recognized Christian church.

Successful applicants for appointment to this staff position must be in good physical, mental and emotional health to a degree which the Administration deems safe, appropriate and acceptable to a group living environment. Due to the nature of the demands and duties of this position, the emotional health of candidates is of exceptional importance in employment consideration. Candidates for this position must possess a stable, even disposition; a healthy sense of humor; and ego strength sufficient to subordinate personal, self-centered preferences and convenience to the greater good of the group through team relationships and so as not to interfere with, nor impede personal relationships with children and youth, as individuals, or in groups. "Group living" involves substantial sacrifice of personal privacy and the surrender of many personal wishes, tastes and determinations to the good of a large group of adults and children who also live and work at the agency. Children and youth in care normally have family problems and many of them are emotionally maladjusted by those problems. Houseparents play a critical role in the ongoing assessment of clients' adjustment to the

agency's group living environment. Therefore, individuals in this position must be able to offer non-judgmental, unbiased opinions regarding said adjustment. Individuals in the role of Houseparent must also possess the emotional maturity to recognize and cope with the impact of functioning in an institutional childcare system where events occur and placement decisions are made outside of their control.

Qualifications and duty description shall be the same for both regularly assigned and relief personnel.

## **2. DUTIES**

Duties required of a Houseparent at this agency are many, and vary somewhat, dependent upon the specific childcare program and cottage to which assigned. There follows a listing of duties, representative, but not exhaustive.

a. To fully participate in the implementation of the adaptive daily living and social skill functioning aspects of the S.A.F.E. Track model of care for each resident in accord with said resident's Individualized Plan of Care (IPOC), by:

1. Reviewing said initial IPOC and all subsequent IPOC reviews, and
2. Facilitating the interventions outlined in the IPOC regarding adaptive daily living and social skill functioning, and
3. Monitoring each resident's progress as related to daily living and social skill functioning relative to the IPOC, and
4. Reporting this progress per Cottage Team protocols and in other appropriate settings.

b. To provide immediate supervision of agency residents in the cottage and in all other settings in which this responsibility is not expressly assigned to others.

c. To provide for the physical safety and well-being of the children and youth in the care of the agency.

d. To provide residents with emotional and social support, and appropriate affection.

e. To manage assigned cottage and, to the greatest degree possible, provide a home-like cottage environment.

f. To be primarily responsible for, and implement, the daily discipline and behavior management practices, and training programs endorsed by the agency.

g. To model Christian values and lifestyle for residents and their families, by, but not limited to:

1. Setting an example of daily Christian living, and

2. While on duty, regularly and faithfully attending bible study, worship services, and other appropriate activities at the local Baptist church specified for the assigned cottage, and
  3. While on duty, regularly and faithfully attending chapel and other spiritual activities on assigned campuses, and
  4. Conducting daily devotional activities in assigned cottage, and
  5. Other such activities assigned and deemed appropriate by supervisor.
- h. To model a healthy physical and emotional lifestyle for residents and their families, by, but not limited to:
1. Refraining from the use of tobacco products, while on duty or otherwise on or in property belonging to the agency, and
  2. Demonstrating healthy physical habits regarding diet, physical activity, and self care, and
  3. Modeling, and engaging residents in, healthy recreational and leisure-time activities, and]
  4. Demonstrating healthy emotional and social functioning, regarding boundaries, self-awareness, expressions of affection, coping with negative emotions and life experience, and interpersonal relationships.
- i. To serve as a member of the Cottage Team.
- j. To deal responsibly and effectively with residents' families and others involved in residents' lives, friends of the agency, and the general public as occasioned in the performance of assigned duties.
- k. Using agency vehicles as provided, to serve as the primary transportation resource for residents of assigned cottage and other transportation needs as assigned by supervisor.

*Dependent upon the specific cottage and campus assignment and the specific attributes and skills of a candidate for the Houseparent position, other responsibilities might be assigned and expected that lie outside of those prescribed above. These might include clerical, maintenance, transportation, or recreation responsibilities and shall be subordinate to the needs and requirements attendant upon cottage life duty.*

### **3. SUPERVISION**

Houseparents shall be responsible to and under the supervision of the Campus Director of the campus to which they are assigned, even in the case of a temporary assignment.