

Houseparent

JOB DESCRIPTION

GENERAL DESCRIPTION

As an employee of Shults-Lewis, you are required to be a faithful member of the Church of Christ, as outlined in the by-laws and updated by the Board of Trustees.

The Houseparents serve as vital members of our Social Services team. Houseparents provide care and supervision of the children entrusted into our care.

QUALIFICATIONS

High School diploma; at least 21 years of age; no history of felony convictions or of child abuse; preferred married for at least 2 years

RESPONSIBILITIES

1. Provide spiritual guidance for the residents
2. Maintain appropriate record keeping in menu planning, medical records, and behavioral and therapeutic concerns for the residents
3. Provide responsible supervision of the residents in care
4. Provide appropriate care for the resident's physical needs (meal preparations, home cleanliness, ensure resident has adequate clothing)
5. Provide trauma informed, trauma responsive responses to emotional needs of the residents
6. Attend meetings such as Communication Meeting
7. Attend and receive yearly trainings
8. Provide recreational and independent living activities for the residents
9. Responsible for paperwork including, but not limited to, meal counts, monthly financial reconciliations, fire drill reports, etc.
10. All other duties as assigned by your direct supervisor