Job Description

Title: **Direct Child-Care Worker/Houseparent**

**I Duties and standards of performance for Houseparents:**

The Houseparent works as a member of the Falcon Children's Home Child-Care Team by:

1. Accepting and supporting the programs of Falcon Children’s Home
2. Working under the supervision of the Superintendent and the Director of Campus Life.
3. Turning in necessary, completed documentation when due or called for by department heads such as…Social Services, Food Services, Health Services, etc.
4. Supporting other staff members in their work, within the limits of their job and their understanding of other’s responsibilities.
5. Responding in cases of emergencies or when called upon by the Administration to assume additional responsibilities.
6. Understanding that non-compliance with signed agreements and job descriptions may result in disciplinary action or even job termination.

**II Houseparent Qualifications:**

1. Have a high school diploma, GED certificate and or college degree. Houseparents continue their professional growth while working at the home. This is accomplished through participation in office staff meetings, workshops, in service training, use of supervision and personal reading.
2. Should Demonstrate quality of work by accuracy, neatness, thoroughness, economy, productivity, ability to follow supervisor’s instructions, good judgement, punctuality and attendance, cooperation with supervisor and fellow employees, ingenuity, self reliance, planning abilities, ambition, self improvement characteristics and quality of personality as demonstrated by appearance, courtesy, friendliness and expression.

**III Household Management and Homelike Atmosphere:**

1. The responsibility for the daily nurture and care of each child promoted by establishing and maintaining a physical and emotional atmosphere in the cottage, which serves the best interest of each child and of the cottage group. A Schedule is encouraged for the younger groups. All age groups will function with an established routine that gets the job done without confusion and can be altered to meet the circumstances.
2. The Houseparents maintain the cottage in a reasonable state of cleanliness and order. Provisions for children to have some privacy and some choice in decoration and arrangement is to be encouraged.
3. Supervision of chores, laundry, home neatness and organization is a daily process. Houseparents give guidance and instruction to students concerning student chores and other student responsibilities on the cottage.

**IV The Houseparent exercises the responsibility to help the children with Spiritual, Emotional and Educational goals:**

1. In personal behavior, language and attitudes towards work and coworkers, the houseparent helps the children see something of the joy that comes from Christian commitment.
2. The Houseparents strive to become aware of what each child’s motivation, problems, strengths, fears, joys, failures, successes may be. Emotional support cannot be overlooked, especially during placement adjustments.
3. The Houseparent works to create an atmosphere in which children can feel close to them expecting to find a reasonable attitude of understanding. They respond in a way that is beneficial to the child.
4. The Houseparent, in matters of discipline, should be firm, fair, consistent and reasonable.
5. Houseparents do not criticize a child’s family or friends to the child or to other children.
6. The Houseparents are aware of educational needs of each child and plan study time and make materials available accordingly. Houseparents are involved in the academic process of their students. This includes, but is not limited to, checking homework, supervising FCH evening tutoring sessions, attending functions at school.

**V The Houseparents are responsible for helping to meet the Physical and Material needs of each child in their care:**

1. The Houseparent should establish an appropriate bedtime hour to insure a

Healthy amount of sleep that is consistent with each child’s needs.

 2. Houseparents should teach their children personal hygiene and cleanliness. The see that each child has the necessary hygiene articles either through individual purchase or provided by the Home. Supervision of issuing toothpaste, etc…is necessary because of the wastefulness of children. A chart or notebook record for issuing articles may be helpful.

3. Houseparents are to use good judgment in recognizing sickness and treating minor ailments promptly and with due concern.

4. The Houseparent should be able to provide simple first aid when advisable and recognize the need for professional and medical services.

5. The Houseparent is responsible for maintaining first aid supplied requisitioned from the staff nurse. A note may be sent to the office or placed on the weekly order book.

6. All medical supplies should be kept locked and issued only by the Houseparent.

7. Referral should be made promptly even if in doubt about the need for professional medical attention. The Houseparent follows medical advice and the administration of prescriptions with competency.

8. Houseparents see that clothing is properly laundered, pressed or cared for, mended, labeled and kept in a presentable manner in both closets and drawers. Sewing by both Houseparents and children is encouraged.

9. The Houseparent makes sure each child has adequate and appropriate clothing. Houseparents are responsible to complete a clothing voucher form for each student on their cottage twice a year, or when a clothing necessity arises. Once completed, the form is turned into the Superintendent’s office for approval. Once approved shopping arrangements may be made.

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Signed

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Date