



Grand County

Job Description

Title:	House Parent	Job Code:	1335
Division:	Family Support Center	Effective Date:	9/2017
Department:	Attorney	Last Revised:	

GENERAL PURPOSE

Performs a variety of **supportive duties** related to working with the direct care of children in crisis situations. Provides respite care for children with special needs to provide families with temporary relief. Completes general housekeeping tasks for the center.

SUPERVISION RECEIVED

Works under the direct supervision of the Family Support Center Director.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Direct Care: Provides direct care for children including, but not limited to, feeding, dressing, bathing, and supervision of children in daily and nightly activities. Provides ongoing structured, stable, and interactive environment for the children.

Addresses children's daily physical and emotional needs. Provides appropriate supervision based on the child's safety needs.

Provides a safe, clean, and fair environment by engaging and monitoring youth to promote cooperation and compliance. Attends to potentially dangerous situations including facility and equipment damage.

Provides during crises situations, respite care and services to children with special needs as per program guidelines. Answers the crises line and offers information and assistance to the callers.

Administration and Housekeeping: Completes intake paperwork and maintains daily participation and child's logs. Completes and documents all required records for each child in the Respite Nursery. Completes documentation for crises respite care.

Provides general housekeeping tasks that include, but not limited to, cleaning, vacuuming, dusting, laundry, and daily upkeep of the center and outdoor play areas.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. One (1) year of related experience;
- OR
- B. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

Some knowledge of social casework principles for crises intervention and child abuse and laws. Basic computer skills. Human development, behavior, and child development principles. Laws concerning youth and resources or other services available in the community. Mandatory child abuse reporting laws. County and State policy and procedures.

Basic skills in crises intervention and behavior management. Working with children from infant to eleven years old. Use of office equipment including fax machines, phone systems, computers, and copiers.

Ability to be patient, show empathy, and multi-task while dealing with crises situation. Communicate effectively orally and in writing. Maintain records and required documentation for Crises Respite Nursery. Prepare and teach age appropriate activities for children using the center. Maintain confidentiality regarding clients in the center. Provide nutritious meals and snacks. Communicate clearly both verbally and in writing.

3. **Special Qualifications:**

Must be 18 years old or older. Must be able to pass a background investigation. Must possess a current State ID or driver's license. Must pass a pre-employment drug screening. Must obtain a CPR and First Aid certification, and Food Handlers Permit within three months of employment. Weekend and night hours; On-call hour are required.

4. Work Environment:

Will work with youth and deal with certain working conditions that may cause exposure to biohazards such as human waste and vomit. Must be able to lift up to 50 pounds. Potentially stressful situations in daily work. Tasks require a variety of physical activities not generally involving muscular strain. Physical demands may occur in activities related to walking, standing, stooping, sitting, reaching, etc. Talking, hearing and seeing required in the daily performance of job duties. Occasional exposure to environmental hazards resulting from on-site project inspections. Mental application utilizes memory for details, emotional stability and discriminating thinking and creative problem solving. Periodic travel required in course of performing portions of job functions.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date _____
(Employee)

Tanya Relitz