



## House Parent(s) - Couple Job Description

### VISION

We envision children transformed by the redemptive power of Jesus Christ and empowered to fulfill all their God-given potential.

### MISSION

Our mission is to provide Christ-centered homes and education for children, equipping and inspiring them to fulfill God's plan for their lives.

### POSITION OVERVIEW

The House Parent Couple will bring the children and youth to spiritual, emotional, physical, and social maturity until their own homes can be restored. It is the Houseparents' responsibility to train the children and youth in all areas of life according to Biblical principles and good childcare practices. The Houseparent(s) will have a full understanding of the diverse cultures and circumstances experienced by our clients. These employees will live on campus with room and board provided by Bethel. The schedule is 4 days on and 3 days off. Benefits include medical, dental, vision, 403(b), and paid time off. Due to the nature of the position, our policy allows the House Parent couple to have up to two children of their own within the household.

**REPORTS TO:** Director of Residential Programs

**DEPARTMENT:** Residential Services

**SUPERVISES:** None

### MAJOR RESPONSIBILITIES/ACTIVITIES

- Exemplifies a vibrant Christian faith personally and professionally.
- Supervise children in the daily activities of cottage (home) life.
- Shop for groceries and stock the cottage pantry with adequate food stocks.
- Prepare or supervise the preparation of cottage meals.
- Transport children in a Bethel Bible Village vehicle to school, doctor appointments, and other locations, as necessary.
- Inventory, track and distribute medication to a child as needed.
- Administer first aid.
- Teach basic household chores/responsibilities to the residents.
- Ensure cleanliness of the cottage.

- Provide homework help/monitoring.
- Be a Christ-like role model.
- Communicate with guardians.
- Collaborate between medical services, school services, guardians, social worker, child, and other house parents.
- Advocate for residents.
- Monitor conversations/interactions between residents.
- Determine and enforce discipline/consequences. Enforce campus rules.
- Provide entertainment and enrichment opportunities.
- Ensure the residents' basic supervision, safety, and security.
- Buy food, supplies, and clothing.
- Plan and prepare meals.
- Help residents in any area when needed.
- Teach/enforce basic personal hygiene practices.
- Pray for residents.
- Lead cottage devotions.
- Teach organization skills.
- Make appointments.
- Attend church with the cottage children.
- Participate in treatment planning activities.
- Collaborate with the Education Coordinator regarding all school and learning issues for each child.
- Collaborate with the cottage Social Worker to ensure each child receives services.
- Mediate conflicts between residents.
- Complete required reports.
- Submit maintenance requests as necessary to ensure a safe, healthy environment.
- Perform other duties as assigned.

This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.

### **MINIMUM REQUIREMENTS**

**SPIRITUAL:** In accordance with the Mission of Bethel Bible Village, will share the gospel with children in our care, as well as their families, to help them know and respond to the love of God in Christ. Be an active participating Christian in a local congregation.

**EDUCATION:** High school diploma or equivalent. College degree preferred.

**REQUIREMENTS:** The minimum age requirement for this position is 21 years of age. Because of the live-in nature of the position, no more than two dogs are permitted, and they must live outside. A candidate must successfully pass a physical, drug screen, and TB test.

**SPECIFIC SKILLS:** One year of youth-related experience. Sensitivity to the cultural differences present among the residents and families served. Effective oral and written communication skills and excellent interpersonal skills are preferred. Previous computer experience preferred.

**SPECIALIZED KNOWLEDGE, LICENSES, ETC.:** A valid driver's license is required.

**PHYSICAL REQUIREMENTS-** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequently climbs stairs.
- Frequently bends, lifts, and twists, in the performance of duties.
- Frequently sits for several hours.
- Daily operates a vehicle.
- Often responds to the phone and communicates with staff and residents.
- Occasionally lifts, carries, or otherwise moves and positions objects weighing up to 25 pounds when stocking supplies.
- Occasionally operates lawn and other like equipment.
- Visually, audibly, or by scent will identify probable emergency situations within the cottage.

**OTHER DUTIES:**

Please note that this job description is not designed to cover or contain an exhaustive list of all activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Please visit us at [www.bethelbiblevillage.org](http://www.bethelbiblevillage.org) to apply or contact Mandy McCoy at [mmccoy@bethelbiblevillage.org](mailto:mmccoy@bethelbiblevillage.org) to learn more about this opportunity!