



Individual Houseparent 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

This position provides a temporary home for children and youth in the absence of natural parents. The Houseparent 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 will have a full understanding of the diverse cultures and circumstances experienced by our clients. The Houseparent will assist in the training of other house parent staff.

REPORTS TO: Director of Residential Programs

DEPARTMENT: Residential Services

SUPERVISES: None

TEAM COVENANTS: Commitments we hold each other accountable for, to function as an effective team.

- **Team Member:** Contributes to team effort by performing other duties as directed or assigned by supervisor. As a team member, abides by the team covenants.
- **Healthy Conflict Resolution:** As we encounter personal or operational difficulties with each other, we will seek to solve those difficulties through prompt Biblically based means such as prayer, one-on-one mutually respectful discussions, and lastly, if needed, with mutually respectful group discussions.
- **Mutual Accountability:** We will periodically, individually and as a group, report on and give feedback to each other on the results and effectiveness of our activities in relation to accomplishing Bethel's mission and in relation to how they may be impacting the effectiveness of the activities of each other. Being accountable, we also commit to

growing in our abilities through gathering knowledge through feedback from others, outside research, and formal continuing education as it is made available.

- **People come before Programs:** We will seek to consider the personal welfare of each other over the need to follow precisely routine procedures and methods as we accomplish our individual and team responsibilities.
- **Pray for each other:** In order to keep our hearts and minds calibrated with each other, we commit to pray daily for God's blessing on each of our team members.
- **Confidentiality:** When specifically requested by a team member or otherwise for the best interest of that team member, we commit to holding private communications in confidence. In the rare case, we feel that we cannot hold that confidence in fairness to the team, we will first ask the other team members to release the information themselves to the other members.
- **Integrity:** We commit to each other that all our communications and interactions with and about each other and with others concerning Bethel's ministry will be based on a foundation of integrity.

EXTERNAL COVENANTS: Commitments we make to those we serve to bring value and build long-term relationships.

- **Honesty:** We are committed to the utmost integrity in our ministry of service to children, families, community, donors, and others.
- **Excellence in Care:** We are committed to continuous quality improvement, programs, services, and staff that will ultimately enhance the lives of children, families, and others associated with this ministry.
- **Accountability/Stewardship:** We are committed to ethical development practices, to carefully stewarding our resources, and being accountable to God, the community, and each other.
- **Model a Christ-Centered Environment:** We are committed to exemplifying our faith in God by living out our Christian values.
- **A Community of Learners:** We are committed to building relationships to create a community of learners, with ongoing training, encouraging participation, and being open to new ideas and concepts.

CORE COMPETENCIES: Those key functions that flow from our Mission and are central, measurable things Bethel Bible Village will do to see our Vision become a reality, through God's grace and power. They point to the strategic outcomes toward which all our efforts should contribute and against which our collective effectiveness will be measured.

Spiritually: A child will know Christ as their Savior and will have a growing and vibrating relationship with Jesus. Responsible for:

- Direct responsibility #1: Exemplify a vibrant Christian Faith as a life model to the children.
- Direct Responsibility #2: Present cottage devotionals daily, Bible Studies weekly, and pray with and encourage children's spiritual growth.

Physical: A Child will understand and will take personal responsibility for his/her health. Responsible for:

- Direct responsibility #1: Shop for groceries and stock the cottage pantry with adequate food stocks. Prepare or supervise the preparation of well-balanced cottage meals. Ensure children understand the need for proper nutrition and are making balanced meal choices.
- Direct Responsibility #2: Teach /enforce basic personal hygiene practices, as well as ensure that children are being encouraged to make good choices regarding their health.

Intellectually: A child will have the desire to learn and will demonstrate academic progress. Responsible for:

- Direct responsibility #1: Provide homework help/monitoring.
- Direct Responsibility #2: Maintain contact with the education staff at Bethel and in the school.

Emotionally: A child will understand his/her emotions and will choose to express them appropriately when faced with life's issues. Responsible for:

- Direct responsibility #1: Supervise children in the daily activities of cottage life. Provide a listening ear and positive guidance when children are dealing with emotionally charged issues.
- Direct Responsibility #2: Provide opportunities for children to participate in group activities and monitor/report their functioning.

Relationally: A child will love and respect other people and interact in a positive way, regardless of life circumstances. Responsible for:

- Direct responsibility #1: Teach/Encourage children to evaluate their peer interactions and assess the positive and negative influence of peer relationships
- Direct Responsibility #2: Teach/Encourage children to show respect to others

COMMUNICATION SKILLS:

- **Oral Communications-** Appropriateness and organization of material; clarity, conciseness, and impact of the presentation.
- **External Communications:** We are committed to sharing information clearly, efficiently, and timely.
- **Writing Skills-** Degree of completeness, clarity, conciseness, appropriateness of style, and language level.
- **Balancing Job Related and Personal Communications** – Ability to balance discussion of a personal life while performing job duties.
- **Informing / Consulting** – Wisdom in recognizing, and appropriateness in responding to, the need for providing information or exchanging views to reach a decision.
- **Team Communications:** We will timely share, request, and receive appropriate information using the most effective medium in a mutually respectful manner. To accomplish effective communications, we commit to being active listeners of each other, giving feedback and asking for clarification to fully understand what each other is trying to communicate.
- **Dealing with Concerns** – Working with the Bethel Bible Village guidelines to present views, concerns, and ideas to those able to bring about change.
- **Functioning in Interpersonal Situations** – Effective teamwork; tact and sensitivity with the feelings and ideas of co-workers; rapport with those outside the workgroup.

MOTIVATION:

- **Initiative** – Ability to get things started and accomplished. Ability to participate in team efforts.
- **Persistence** – Steadfast pursuit of job objectives when faced with unexpected obstacles.
- **Adaptability / Flexibility** – Effectiveness in working under unusual conditions or pressures, and in responding to procedural changes. An appropriate response to constructive criticism.
- **Willingness** – Eager to contribute toward the betterment of Bethel Bible Village, even when personal sacrifice is necessary.

PRODUCTIVITY:

- **Quantity** – Amount of work accomplished in relation to expectations.
- **Timeliness of Work** – Extent to which goals, objectives, and time limits were met.
- **Planning, organizing, and Setting Priorities** – Effectiveness in handling workload through proper scheduling, planning, and setting priorities.

- **Punctuality** – Arriving at work on time; being at meetings ready to participate at the appointed time.

QUALITY:

- **Quality of Work** – Thoroughness, accuracy, and neatness of work.
- **Consistency** – Ability to perform at a consistent level.

CRITICAL THINKING:

- **Resourcefulness** – Effectiveness in using available materials, methods, services, etc., and in devising better methods and approaches to work situations.
- **Negotiating** – Effectiveness in getting a voluntary agreement and cooperation from people with differing viewpoints.
- **Logical Reasoning** – Effectiveness in thinking logically and arriving at believable interpretations.
- **Decision Making** – Effectiveness in recognizing problems and choosing and putting into action appropriate solutions.

EXPECTATIONS:

- The individual fulfilling this role will protect the credibility of Bethel Bible Village’s mission by complying with the Bethel Bible Village Standard of Conduct and Employee Covenant setting an example, in words and actions that are consistent with the values and beliefs of Bethel Bible Village.
- It is expected that professional and technical knowledge will be maintained by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.

MAJOR RESPONSIBILITIES/ACTIVITIES

- Exemplify 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.
- Monitor 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 workers, 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: Be an active participating member in a local Christian church. 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.

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

REQUIREMENTS: The minimum age requirement for this position is 25 years of age. A married or single person may apply; however, the living quarters are tight for two people. 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, 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 lifts a small child weighing up to 50 pounds.
- Often responds to the phone, 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 for this job. Duties, responsibilities, and activities may change at any time with or without prior notice.

The signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee _____

Date _____