



Job Description

Job Title:	Houseparent	FLSA Status:	Salary, Exempt
Program:	Residential Treatment Center/Group Home Program	Group:	Any
Location:	Main Campus/Off-Campus	Reports To:	Cottage Therapist/Supervisor
Position Type:	Regular Full-Time; Residential	Supervises:	Residents

Summary

The Houseparent is responsible for ensuring the safety and care of the children in residence at The Settlement Home, including therapeutic supervision and guidance. The Houseparent serves as a role model to the children in order to facilitate treatment goals, and implements cottage rules, schedules and routines. The Houseparent will ensure individual compliance with all applicable Licensing standards, and organization policies, procedures and practices. This is a residential role that requires residence in a designated cottage during the applicable shift.

Essential Job Functions & Expectations

Roles and Responsibilities (please see Practice Guide for more information)

- Implements treatment plans for residents
- Develops resident behavior management skills in order to carry out treatment plans
- Works collaboratively within cottage and program teams
- Willing to meet all requirements within the Houseparent Practice Guide at all times
- Operates at all times within the boundaries of the Employee Handbook

Required Knowledge, Skills and Abilities

- Ability to live on campus at The Settlement Home for the duration of the assigned shift
- Practices organization's Culture of Communication
- Knowledge of applicable Licensing, Contract and Program standards
- Physical ability to complete Emergency Behavioral Intervention training
- Ability to effectively use organization's computer systems
- Ability to implement trauma-informed therapeutic approaches including TBRI® principles.

Qualifications and Education Requirements

- High school diploma or GED required.
- Must be at least 21 years old.
- Must be able to pass a pre-employment drug and TB test.
- Must have a criminal background clear of any offenses that would preclude employment in a licensed child care operation, as outlined by the Texas Department of Family and Protective Services (please visit http://www.dfps.state.tx.us/Child_Care/documents/Standards_and_Regulations/LCCO_Chart.pdf to see all offenses that may bar employment).
- Have a valid driver's license and less than 2 moving violations and/or 1 accident within the past 3 years
- Must have and maintain current auto liability insurance

Preferred Qualifications and Education Requirements

- Bachelors or advanced degree in a human services, behavioral sciences or related field.
- At least two (2) years of experience in a child care or child treatment role, preferably 24-hour child care.
- Understanding of the range of treatment modalities in 24-hour children's care.
- CPR/First Aid certification.

Essential Physical Requirements/Working Conditions

Subject to both inside and outside environmental conditions. Must be able to lift and/or exert up to 30 pounds of force occasionally and/or up to 15 pounds of force frequently. Position frequently involves walking, standing, sitting, stooping, lifting, reaching, kneeling, crouching, speaking and repetitive motion. Position may occasionally involve running, climbing, balancing and crawling. May regularly be involved in the physical restraint of an adolescent and/or adult person--must possess the physical capability needed to safely administer physical holds. Must have close visual acuity (corrected or uncorrected) so as to perform reading and transcription; perform visual inspections; operate a motor vehicle. Must be able to hear so as to receive detailed information through oral communication; receive information through electronic, telephone and/or radio frequency; respond quickly to emergency support requests.

Equal Employment Opportunity Statement

Diversity creates a healthier environment: equal opportunity employer. We strictly prohibit unlawful discrimination during recruitment, hiring, compensation, promotion or any other condition of employment, on the basis of race, color, creed, ancestry, national or ethnic origin, religion or belief, sex (including pregnancy), sexual orientation, gender identity or expression, marital status, disability, age, past, present or prospective military service, medical history or genetic information, socio-economic circumstance or any other characteristics protected by law. We maintain a drug-free and alcohol-free workplace.

Disclaimer

Please note this job description is not designed to cover or contain a comprehensive listing of 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.

Job Title:	Houseparent		
Last Updated By:	Leadership Team	Date:	12/15/17
Reviewed By:	Leadership Team	Date:	12/15/17
Approved By:	Darcie DeShazo, Executive Director	Date:	12/15/17
Employee Signature:		Date:	