



Practice Guide

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

- **Administrative Roles**

- Implements and carries out cottage rules and schedules
- Assists in service plans and goals for each resident
- Serves as liaison between schools, places of employment and The Settlement Home, ensuring attendance, behavior and performance monitoring
- Plans and executes cottage field trips, ensuring compliance with applicable licensing requirements; completes appropriate documentation for activities involving swimming or activities lasting 5+ hours or overnight
- Plans, implements, and supervises therapeutic leisure, recreation and enrichment activities; encourages resident participation
- Ensures residents' telephone and visitor privileges are carried out appropriately; allows only authorized visitors on campus
- Documents daily cottage life, incidents, resident behavior, medical needs, treatment observations and considerations
- Immediately reports unusual and/or serious events to the Therapist/Supervisor, Program Director and the agency Executive Director; completes Serious Incident Reports timely
- Maintains and provides safe-keeping for residents' personal money
- Ensures complete confidentiality of the residents and residents' families
- Completes medication logs, maintenance requests and cottage vehicle maintenance reports as needed
- Represents The Settlement Home at school meetings, clinical staffings and court
- Participates in community and agency collaborations as required
- Attends staffing, team and Houseparent meetings as requested

- **Supervision**

- Supervises resident conduct, ensuring adherence to schedule and rules
- Maintains knowledge of the location and whereabouts of each cottage resident at all times
- Ensures that residents are attending school, work training and jobs as scheduled
- Monitors completion of school work
- Ensures residents attend scheduled meetings and therapy sessions
- Teaches and role models day to day manners, social skills and how to have appropriate and healthy relationships with others
- Ensures residents are present for meals as a group; teaches menu planning, cooking skills and table etiquette
- Assists Therapist/Supervisor with the onboarding and orientation of Youth Care Counselor and Relief staff

- **Cleanliness, Health, and Safety**

- Implements resident chore schedule, supervises and helps residents with assigned chores; completes chore if resident is unable/unwilling to do so
- Maintains cleanliness of cottage, including common areas, Houseparent bedroom/kitchenette/closet, resident bedrooms and bathroom, cottage office
- Monitors cottage front/back yards, entrances and porches for litter
- Routinely completes cottage walkthroughs; notes and immediately reports fire and safety hazards to

Facilities Manager

- o Completes maintenance work orders
- o Teaches and assists residents with personal hygiene and self-care skills; promotes importance of health, recreation, diet and adequate sleep
- o Plans and prepares resident meals in accordance with Minimum Standards and nutrition guidelines
- o Requests medical attention/care for residents as needed; ensures follow-up treatments recommended by medical provider are carried out
- o Administers and documents over-the-counter and prescribed medications
- o Maintains security of cottage and possessions
- o Participates in safe, therapeutic physical restraint of residents when necessary

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