



Job Title: Live-In House Parent

Job Description: The Live-In House Parent position provides programming for girls who are experiencing a need for emotional support and social services. This position is fulltime and serves as a mother figure to each girl, providing daily routine care and teaches the girls to be respectful, well-mannered and responsible. The Live-In House Parent supervises and participates in the educational, spiritual development and extracurricular activities of the children. Live-Ins work and are on-site from 6 am Monday through 8 pm Friday, including overnights (asleep).

Job Duties:

- Prepares three wholesome healthy meals and nutritional snacks for the girls, according to CNP guidelines as and when required
- Maintains groceries and household supplies
- Plans monthly menus and CNP documentation
- House Cleaning/Maintains the household in a clean and orderly manner at all times
- Assigns weekly chores to the children, teaching them how to perform them correctly, including keeping their rooms clean and tidy at all times
- Manages the house staff schedules and reports any changes or updates to the RPD
- Girls Appearances (new girl shopping, hair appts, misc shopping needs)
- Manages House Budgets
- Submit forms, distribute girls allowances and tracks deductions
- Lead daily devotions with the girls (nurturing the girls spiritual development)
- Teaches and monitors good hygiene practices
- Teaches girls to care for their personal belongings and to respect the property of others
- Discuss Grace Goals with girls and submit daily progress notes to CM
- Observes all birthdays of the girls as well as holidays, respecting the ethnic and cultural diversities of each child
- Maintains household appliance and equipment records and documents all expenditures
- Keeps all household appliances and equipment in good working order by immediately notifying the RPD and Ministry & Volunteer Coordinator of any repair needs
- Check organizational calendar and email on daily basis
- Submit AOM and cleanest room awards to RPD

Shared duties/responsibilities with case manager:

- Serves as a positive role model for the children
- Helps each girl develop a strong Christian character, positive self-image and healthy personality
- Provides a safe environment that promotes the general welfare of the children



GRACE HOUSE
ministries, inc.
giving hope to girls in foster care

- Implements planned wholesome, age-appropriate recreational, educational, and social activities for each child
- Provides proper supervision of the children both at home and away from home
- Ensures that each child has adequate and appropriate clothing and shoes
- Protects the physical and personal privacy of each child from inappropriate actions by others
- Collaborates with the RPD, YPM and EOD in the development of disciplinary procedures and behavior modification techniques
- Administers discipline and behavior modification techniques in accordance with established policies and procedures
- Immediately reports to the RPD & YPM all injuries, accidents, and incidents that affect the physical, emotional, mental, or spiritual well-being of the children
- Maintains CPR and basic first aid certification
- Implements all household functions as planned or instructed by the social services team
- Maintains and updates house staff on the girls daily activity via the staff communication log
- Keeps the grounds well-groomed and free of hazardous objects at all times
- Attends regularly scheduled staff/team meetings
- Participates in staff orientation to Grace House Ministries, Inc. policies and procedures, parent education programs, workshops, classes, seminars, and support groups pertinent to innovative and creative parenting techniques
- Weekly house meetings (communicates with members of house and functions as a team)
- Participates in case conferences and MDT meetings with the residential program staff and other professionals who are responsible for providing services to the children
- Greet volunteers and supervise volunteer activities with girls
- Trained/knowledge of the requirements for state licensing, fire codes, and health permits

Qualifications:

- Must be 25 years of age
- College degree preferred with course work in early childhood development, childcare, psychology, or related areas
- Prior experience working with children and youth (preferably children and youth in foster care or similar settings)
- Good physical health as documented by a current physical examination
- Computer literate and technical savvy
- Strong organization and communication skills
- Current certification in CPR and basic first aid
- Some travel to local areas: Valid driver's license and automobile insurance; must obtain Alabama license and insurance within 30 days of relocating into the state



GRACE HOUSE
ministries, inc.
giving hope to girls in foster care

- Security clearance by the Federal Bureau of Investigation, the Alabama Bureau of Investigation, and the Child Abuse and Neglect registry

Work Environment:

- A solid Christian faith and a teachable spirit
- Be an example/role model to the girls
- Be a team-player and support the mission of Grace House
- Demonstrate professionalism in all aspects of job performance; very hospitable
- Business casual attire appropriate for office environment

Signature: _____ Date: _____