

## EVERYDAY BLESSINGS, INC.

<b>JOB TITLE:</b>	<b>House Parent</b>
<b>MINIMUM REQUIREMENTS:</b>	At least 21 years of age, possess a valid driver's license, previous experience working with children, professional work attitude, a heart for children and families, and a missionary spirit. Maintain a valid motor vehicle operator's permit (driver's license) at all times, and promptly report to the Director of Residential Services and/or Program Manager any cancellation or loss of this license.
<b>DESCRIPTION:</b>	The live-in caregiver of children acts as a surrogate mother/father to children who cannot live with their birth parent(s) for any number of reasons. The live-in caregiver also serves as a role model for general socialization of residents.
<b>ACCOUNTABILITY:</b>	Reports to and is supervised and evaluated by the Program Manager and/or Director of Residential Services.
<b>SALARY:</b>	\$1250.00 biweekly includes housing and food
<b>SPECIFIC DUTIES:</b>	

### ***Caring for the Children:***

- This position serves as a surrogate parent. As such, this position is “on-call” 24/7, attending to all child needs not otherwise provided for through agency programs or affiliates (examples include but are not limited to; children home sick from school, non-school day supervision, or assisting in after school programs).
- Maintain a clean, uncluttered and safe living environment.
- Teach children how to keep their clothing, room and personal effects in good condition.
- Ensure that the children have adequate clothing that is clean, appropriate to the season, is the right size and does not distinguish them from other children.
- Establish room rules that are similar or the same as general program rules.
- Participate in the bed and bath routine as is appropriate to the child's age. Ensure that the child is in bed at the appointed time. Set a schedule for your room with your children.
- Transport children to the bus stop and/or school when required. All other reasonable transportation (social events, medical appointments, school activities, etc).
- Assure that doctor and dental appointments are made and kept for your children. Coordinate the appointments with the Program Manager and/or Director of Residential Services. Assure that all medications are accurately given and recorded on each child's medical log.
- Provide breakfast for the children before their day begins and other nutritious meals when the dining hall is closed.

### ***Supervising the Children:***

- Provide ***interactive*** supervision and monitoring of youth at all times. Supervisory responsibilities are given highest priority to ensure the safety, well-being and education of the children. This position has primary responsibility for the supervision of the children directly assigned to them and primary responsibility for all agency children when supervision of children is assigned to the employee and must not, for any reason, be assumed to be carried out by someone else who happens to be present. Whenever supervising, the live-in caregiver keeps all assigned children under their supervision, within their view, or has an ***immediate awareness*** of where each child **is** at all times.  
**Example:** if the caregiver is in the dining room, then all of the children under their care must also be in the dining room; if the children are outside, then the caregiver is outside as well.

- Specific arrangements must be made with another caregiver if supervision cannot be provided directly by the child's caregiver keeping a ratio of 1-4 (five years of age and under) or 1-6 (six years and older) for caregivers to children at all times.
- Be familiar with and practiced in EBI exercises for fire emergencies, including participation in monthly fire drills.
- "Other required hours" can include but are not limited to: Caring for a sick child who cannot attend school or daycare, attending school conferences, taking a child to appointments, etc.

### ***Documentation and Reporting:***

- Prepare weekly written progress notes for each child assigned. Reports are due to the **Program Manager and/or Director of Residential Services** each Tuesday for the prior week.
- Document all relevant incidences, events, and critical information in the form of either an Everyday Blessings Event Form, a State of Florida Critical Incident Report and/or in other requested forms of documentation.

### ***Educating the Children:***

- Have a primary focus as an educator, teaching children social skills, anger management skills, developmental skills, etc. Actively engage the child in one-on-one developmental activities, academic pursuits (to include help with homework), self-esteem building and personal growth.
- Engage the children in group activities both on and off-campus.

### ***Disciplining the Children:***

- Yelling at children is demeaning and counterproductive; therefore, should not be used.
- Teaching a child new behaviors is the most effective form of discipline and should be used consistently.
- NO form of physical punishment will be tolerated (spanking, hitting, slapping, whipping, etc) and will result in dismissal of the employee.
- Consequences that are natural and logical are applied when a child is exercising poor control of their own behaviors.
- Teach children to problem-solve and manage their own behaviors.
- Under no circumstances should a child's body be touched as a form of discipline. This includes but is not limited to hitting, pushing, pulling, washing a child's mouth out with soap, etc.

### ***Professionalism and Being Part of a Team***

*"Any structure is as strong as its weakest link."* The strong link:

- Abides by all laws and regulations for licensing as they pertain to the residential program operation.
- Resolves issues with co-workers as soon as possible after an incident occurs—with help from the Program Manager and/or Director of Residential Services.
- Participate in the planning of recreational and/or other activities including involvement when the activity is carried out.
- Cooperatively involved in cleanliness of the facility and surrounding areas. For example, maintain clean areas in hallway outside of room doors by vacuuming, not leaving trash in common areas and encouraging children to pick up trash on the grounds.
- Complies with the rules and encourages her/his children to comply; (e.g., organizing outside toys and picking up trash as necessary).
- Uses supplies, including food, frugally and does not waste or hoard them- leaving a short supply for others
- Keeps children quiet and within the confines of their efficiency unit, not disturbing others after certain set hours for school and summer time. (7:30PM or 8:30PM)
- Work cooperatively with assigned Therapist in designing and implementing child specific interventions carrying out treatment plans for the child.
- Actively participates in scheduled staff development classes and activities and takes personal responsibility for receiving and documenting a minimum of 40 hours of training each year that is pre-approved by the Program Manager and/or Director of Residential Services and is directly related to the care and treatment of special needs children. (During the first year of employment 60 hrs of training is required)

- Maintains a flow of information to other team members as to the progress of residents and around all significant events that have the potential to impact the campus residential community.
- Understands the chain of command when a problem arises that cannot be resolved by the live-in Caregiver; that chain of command is:
  - **Program Manager**
  - **Director of Residential Services**
  - **Executive Director**

***PTO Benefits Value for Live-in Caregivers***

On an annual basis, the live-in caregiver will earn the following PTO\* (paid time off):

1. Every 4<sup>th</sup> weekend (Friday 4:30 PM through Sunday at 4:30 PM) on a scheduled, rotating basis.
2. Weekly respite of 4 hours per week taken in a single 4 hour block between 4:30 PM and 8:30 PM Monday through Friday on a routine scheduled basis.
3. Vacation Time of:
  - a. One (1) week (7 days) after 6 months
  - b. Two (2) weeks (14 days) after 1 year and up to 3 years
  - c. Three (3) weeks (21 days) after 3 years.
  - d. Employees must be employed for 6 months before using any vacation time.

\* All PTO is contingent on the agency’s ability to secure adequate replacement coverage for the live-in caregiver position. If coverage cannot be obtained, then the **Program Manager and/or Director of Residential Services** will reschedule the employee’s specific PTO when coverage is available.

I have read and understand the nature and extent of my responsibilities as an Everyday Blessings employee. I also understand that, as a team member, I will sometimes be called upon to perform tasks that are not specifically described on this job description.

**Signature** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Supervisor’s Signature:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_