JOB DESCRIPTION: HOUSE PARENT

Department: Campus Ministries
Reports To: Campus Ministries Supervisor/Director of Campus Ministries
Recruited By: Campus Ministries Supervisor/Director of Campus Ministries
Approved By: Executive Director of Campus Ministries
Status: Full-time
Classification: Exempt

JOB SUMMARY

Responsible for the day-to-day care, guidance, and training of the residents assigned to his/her residence, all in keeping with the Program Policies & Procedures Manual specifically related to his/her assignment, any handbooks provided, and in compliance with the Personnel Policies and Procedures Manual provided all Florida Baptist Children's Homes|One More Child employees.

ESSENTIAL DUTIES AND FUNCTIONS

1. To encourage spiritual growth and awareness through daily devotions (group & personal), prayer at meals and regular church attendance.
2. To build positive relationships, serve as a positive role model, and teach appropriate social skills.
3. To provide adequate clothing for residents through proper clothing purchases and inventory while staying within budgeted guidelines.
4. To prepare menus, purchase groceries, and prepare meals within prescribed budget.
5. To assure the resident’s educational needs are being met through completion of homework, adequate school supplies, and school contact.
6. To plan, supervise and participate with residents in daily activities, including chores, study time and recreation.
7. To properly utilize the agency approved Behavioral Management System.
8. To adhere to all agency policies and procedures, campus and residence guidelines.
9. To complete all required documentation within the prescribed time frame.
10. To keep supervisor informed, as soon as possible, in the event of emergencies or unusual developments.
11. To complete outside cottage duties assigned by supervisor.
12. To perform such other duties as may be assigned by supervisor.
13. To complete all required initial and annual training and development programs.
### MINIMUM QUALIFICATIONS

- Must have a minimum of a high school diploma or GED, advanced education preferred.
- Be at least twenty-one years of age and be married at least two years preferred, exceptions will be made by VP of Programs.
- Experience with children and youth preferred.
- Has and will maintain a current driver’s license with satisfactory driving record.
- Maintain current vehicle insurance (if applicable).

### KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS

- Has a conviction that people have the capacity to grow and change.
- Has the ability to establish positive relationships with children, youth and adults.
- Possesses sensitivity to the cultural differences that are present among the organization’s service population and staff.
- Has an ability to work in partnership with other members in a team approach.
- Demonstrates good verbal and written skills.
- Has an ability to manage time, set priorities and to organize and follow structured routines.
- Be physically able to perform Managing Aggressive Behavior (MAB) training course.

### SPIRITUAL QUALIFICATIONS

- Must have had a personal conversion experience with Jesus Christ and been scripturally baptized.
- Must have a sense of commitment to ministry through vocation.
- Possess a sincere desire to seek God and His kingdom.
• Demonstrate personal and devotional habits and practices such as Bible study, prayer and daily meditation.

• Accept the Baptist Faith and Message Statement (2000). Be familiar with the general theological beliefs of Southern Baptists.

• Be an active member of a local New Testament, evangelical Church and attend regularly.

• Engage in witness activities as a normal part of life.

**PHYSICAL DEMANDS**

These physical requirements are not exhaustive and FBCH may add additional job-related physical demands to these if the need arises. Corrective devices may be used to meet these physical requirements.

While performing the duties of this job, physical demands the employee will regularly encounter include climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing and repetitive motions.

This position requires visual acuity necessary to operate motor vehicles. The position also requires the ability to exert up to 20 pound of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The worker is subject to both environmental conditions. Activities occur inside and outside.

I understand this job description is not intended to be an “all-inclusive” list of the requirements of this position, but to describe the general nature of the job and a reasonable representation of its activities. I also understand that additional related responsibilities may be identified by the company and listed as such in my performance appraisal.

Print Name: ___________________________ Signed: ___________________________ Dated: ____________