

HOME PARENT (RELIEF)

PURPOSE:

To be responsible for the daily care and supervision of the living group to which (s)he is assigned. (S)he facilitates, in large measure, the socialization and treatment goals in the treatment plan for each child. In addition, (s)he provides support and backup to the other childcare staff. The Relief Home Parents' primary role is to provide care for children while Home Parents' take time away. Home Parents are eligible to receive benefits that include health insurance, retirement plan, paid vacation, paid holidays, and personal leave.

ACCOUNTABILITY:

The Home Parent receives direction from and is directly accountable to the Site Director.

ESSENTIAL TASKS:

- Serve as a member of the treatment team for each child in his/her home and consult with other staff, as needed/requested, to ensure that the treatment goals for all children in care are met.
- Participate in the implementation of residents' service plans.
- Maintain a complete and accurate daily log of all home activities.
- Maintain a complete and accurate daily log on each individual resident.
- Dispense medication and maintain proper medication records in accordance with Coyote Hill procedures.
- Supervise, teach and assist residents in housekeeping skills and tasks.
- Supervise, teach and assist residents in the selection, care and maintenance of their clothing.
- Provide nurture, teach and maintain discipline as needed, and engender positive self-esteem, self-discipline and a respect for the rights and values of all people.
- Assist residents and recreational staff in the planning and execution of all recreational activities.
- Be aware of each child's strengths and problems and be supportive of positive change, growth and development.
- Provide tutoring as needed, and encourage educational development.
- Attend regular staff meetings and required in-service training.
- Take control of behavior management issues as necessary.
- Purchase food and household supplies and cook meals, as necessary.

- Provide transportation services for residents, as necessary.
- Conduct fire, tornado, earthquake, and other disaster drills, as required.
- Ensure that the Home or other program living area and immediate surroundings provide a clean, orderly, safe, hazard-free environment (This includes care and maintenance of Cathy's Home lawn)
- Assist the property manager when needed.
- Direct food bank ordering and pickup
- Assist with volunteer groups
- Organize and supervise volunteer groups with great flexibility
- Supervise family visits
- Assist in the Educational Center as requested
- Assist the Development Director as requested
- Perform other duties as assigned

REQUIREMENTS:

Must be at least 21 years of age and possess a high school diploma. Some higher education and child care experience preferred. Must hold a valid driver's license, have and maintain a risk-free driving record, be able to drive day or night, and be able to drive a van. Must be willing to undergo an initial and periodic police/law enforcement records check and must pass the background screening process required and conducted by the Missouri Department of Social Services and maintain a positive screening.

Must have an ability to relate in a caring and feeling way; an ability to establish and maintain helping relationships with young people; and an ability to maintain an appropriate balance between being authoritative and supportive. Must be able to make sound decisions in crisis situations and under pressure.

I acknowledge that I have been informed of and understand the requirements and policies regarding:

- o My **JOB DESCRIPTION** at Coyote Hill.
- o The **COYOTE HILL EMPLOYEE HANDBOOK**.

Signature: _____

Date: _____