

**POSITION TITLE:** House Parent

**SALARY LEVEL:** \$14.00

**FLSA STATUS:** Non-Exempt

**REPORTS TO:** Lead House Parent/Program Coordinators/Program Director

**HOURS:** 8-hour shifts with a maximum of 40 hours per week (Sunday through Saturday). Hours of operation are 24-hours a day 365 days a year.

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### **SUMMARY**

House Parents provide care to children, age birth through six years under the direct supervision of the Lead House Parent. They are responsible for providing safe, nurturing, fun, and age appropriate activities during the daily routine. House Parents are responsible for daily upkeep of childcare areas and items used by and for children.

### **PRINCIPAL ACCOUNTABILITIES:**

1. Familiar with and adherence to all established policies and procedures of the Nursery.
2. Implement child related activities as directed by Lead House Parent.
3. Interact with the children by participating in all daily activities.
4. Maintain awareness of the needs of each individual child, establishing positive relationships through consistent routine.
5. Under supervision of the Lead House Parent, objectively chart ongoing observations of children's behavior.
6. Complete housekeeping duties during the work schedule; maintain the facility inside and out in a clean, safe and orderly manner.
7. Serve nutritious meals and snacks.
8. Respond to all emergencies, calmly following established policies and procedures.
9. Establish cooperative relationships with both volunteers and co-workers.
10. Attend all staff meetings and planning sessions as required.
11. Other duties related to supporting VBCN structure and children as assigned by supervisors.

### **PHYSICAL REQUIREMENTS:**

These requirements are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable an individual with disabilities to perform the essential functions.

- Regularly lifting, standing, walking, sitting, listening, talking, and using hands and fingers, while occasionally climbing or balancing, stooping, kneeling, crouching, crawling, and reaching with hands and arms.
- Ability to lift up to 30 pounds.
- Specific vision requirements include close vision and the ability to adjust focus.

### **WORKING CONDITIONS:**

Work is generally performed in a child center environment with a moderate to high noise level.

**MINIMUM REQUIREMENTS**

- Ability and desire to work with children.
- One year of experience working directly with children, or 2 years of social service education.
- Ability to follow directions and work effectively with many different personalities.
  
- Must be 21 years old to apply or at least 18 years old with one of the following:
  - Have an associate of arts, the equivalent degree, or greater
  - 2 academic years in an identified field of study

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**Employee Signature**

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**Date**

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**Employee Print Name**