

POSITION TITLE: House Parent

SALARY LEVEL: Tier I

Updated with DC edits 6/29/22, KO/DC 6/30/22,
KO 7/12/22

FLSA STATUS: Non-Exempt

REPORTS TO: Children's Services Team Leader

HOURS: Full-time/Part-time. All shifts.

BENEFITS: Full-time: Wellness leave, 7 Paid Holidays, Health, Dental & Vision, Sick leave, 401(K) Savings Plan
Part-time: Sick leave, 401(K) Savings Plan

SUMMARY

House Parents provide direct care to children, age birth through twelve years under the direct oversight of a Lead House Parent and supervised by the Children's Services Team Lead. They are responsible for providing safe, nurturing, fun, and developmentally 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:

All staff are responsible for imparting our core values of passion, excellence, humility and relational in all job duties to further our mission and vision. Specific responsibilities for this position are:

1. With co-workers, plan and implement developmentally appropriate activities that enhance the social-emotional and all aspects of development of the children in our care.
2. Engage with the children by participating in all daily activities.
3. Monitor overall daily schedule of the child flow and group management by always knowing the complete count of children and where each child is located. Make adjustments as needed.
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 document ongoing observations of children's activities and behavior in a timely manner.
6. Respond to all emergencies, calmly following established policies and procedures keeping the well-being of our children the utmost priority.
7. Complete housekeeping duties during the work schedule.
8. Maintain the facility inside and out in a clean, safe and orderly manner.
9. Serve nutritious meals and snacks.
10. Establish cooperative relationships with both volunteers and co-workers.
11. Assist volunteers as needed.
12. Attend all staff meetings, trainings and supervisions as required.
13. May be cross-trained for other Program positions and in the Child Waiting Room.
14. Familiar with and adherence to all established policies and procedures.
15. Other duties 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.
- 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.

Revised: (finalized revision date)

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- Ability to hear, understand and distinguish speech and/or other sounds in person and on the telephone.

WORK ENVIRONMENT:

Work is generally performed in a child center environment where there is exposure to children ages birth to age 12 and clients of varying socio-economic and health conditions.

- Noise: moderate to quiet, occasionally moderate to high.
- Climate control: primarily in an office.
- Exposure: occasionally outside events or activities, occasionally industrial kitchen equipment such as a hot oven or freezer.
- **Chemicals/Bloodborne Pathogens (BBP): high risk of exposure to mild bleach solutions and other cleaning/disinfectant chemicals, moderate risk of exposure to BBP.**

TRAVEL:

Occasional local travel. No overnight travel is expected.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES:

- Must be compassionate, non-judgmental and have a passion for helping families.
- Skilled in organizing, prioritizing and scheduling work assignments for self and co-workers.
- Ability to work well individually and as a team member.
- Must work well under pressure, time constraints and have ability to meet multiple needs simultaneously.
- Skilled at maintaining strict confidentiality.
- Ability to work with higher needs children with sometimes challenging behaviors.
- Ability to follow directions and work effectively with many different personalities.
- Ability to transition children from one space to another in a calm, organized manner.
- Excellent oral and written communication skills.
- Ability to learn new applications such as internal client management system, HRIS, etc.

MINIMUM REQUIREMENTS

- High school diploma or high school or equivalency course of study (GED/HSEC)
- Must be 21 years of age
- May be 18 to 21 years of age, if one of the following is true:
 - Be professionally licensed by the Washington department of health
 - An associate of arts, the equivalent degree, or greater
 - Enrolled in an internship or practicum program with an accredited college or university
- One year of full-time experience working directly with children.
- CPR, Infant CPR, First Aid and Bloodborne Pathogens Certifications are required. Ability to obtain/renew through Vanessa Behan classes.
- Food Handlers permit is required or ability to obtain after hire.
- Successful completion of Washington State and National background check prior to hire. Completed every 3 years.
- Successful completion of fingerprint check prior to hire. Completed every 3 years if employee lives out of state.
- Meet all current vaccination requirements.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee signature below indicates the employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____