REPORTS TO: Counselor


PURPOSE OF THE POSITION:

Houseparents use biblical values in modeling a healthy family as they care for the children residing in their home. They manage the home so as to create a therapeutic environment which facilitates the attainment of goals established when each child is accepted at the Ranch. Within a structured environment, they ensure a holistic approach to nurturing each child. Additionally, they develop a relationship with each child’s family and help assimilate them into the Ranch program.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Spiritual Development of the Child
   a. Model a healthy family relationship incorporating Christian principles.
   b. Actively participate in a local church and encourage the participation of the children in the activities of the church. Attendance is required for Sunday worship, but Houseparents should consider the value of the children participating in other church activities.
   c. Conduct daily (am or pm) family devotions with the children.

2. Emotional Development
   a. Create a safe environment where the children can work on their issues and practice new behaviors.
   b. Become familiar with each child’s social history in an effort to understand the child as an individual.
   c. Develop a relationship with each child, actively listen to them and offer individual counseling and support.
   d. Develop and maintain an accepting and empathetic relationship with the child’s family.
   e. Work closely with your Counselor and Assistant Counselor to help the children achieve the goals that were established when they first came to Eagle Ranch.

3. Social Development
a. Manage the group of children in your home ensuring that they all feel heard and can express themselves.

b. Help the children develop habits of proper behavior, dress and safety at social and recreational activities.

c. Teach children appropriate methods of building and enhancing interpersonal relationships.

d. Provide formal and informal play periods.

4. Intellectual Development

a. Education

   (1) Provide structured time each day for school work and ensures that the children have necessary study materials.

   (2) Assist children with homework and school projects.

   (3) Work in close cooperation with teachers and school staff.

   (4) Encourage children to take advantage of extracurricular activities.

b. Discipline

   (1) Teach children the choice/consequence model and consistently hold them accountable for the choices they make.

   (2) Comply with the Ranch’s “Discipline and Behavior Management Policy”.

   (3) Immediately report serious offenses or incidents to your Counselor or Director of Treatment and follow up with a written Incident Report.

5. Physical Development of the Child

a. Housekeeping and Sector Maintenance

   (1) Instruct the children on how to do their laundry and household chores.

   (2) Supervise the children in completing household chores, assist when needed and help them develop good housekeeping habits.

b. Daily Care

   (1) Prepare and serve nutritionally balanced meals.

   (2) Model and practice good table manners and encourage an atmosphere of “serving one another” during meals. Eat meals together as a family.
(3) Ensure that each child is properly fitted for shoes and clothing.

(4) Encourage the development of good personal hygiene habits such as bathing, brushing teeth, changing clothes, shampooing hair, cleaning nails, etc.

(5) Know any special health needs of children (e.g. allergic reaction to bee stings, medicines, special medicines needed, etc.). Ensure required medication is taken at the proper time and in the prescribed amount.

(6) Ensure that required medical and dental appointments are scheduled.


7. Home Maintenance
   a. Maintain the home and furnishings in good order.
   b. Keep the home van in good running condition, practice preventative maintenance, and inform the Vehicle Steward of needed repairs.
   c. Advise the Operations Manager promptly when repairs to the home or furnishings are needed.

8. Ranch Chore and Sector Maintenance
   a. Accomplish assigned Ranch chore in accordance with requirements found in the Operations Section of the Policy Manual.
   b. Maintain that part of the Ranch grounds which make up your home’s assigned sector.

9. Staff Relations
   a. Participate and cooperate with all members of the child care team - Director of Treatment, Counselors, other Houseparents and Assistant Counselors.
   c. Provide documentation when required – progress reports, fire drill reports, accident/incident reports, monthly bank account information, etc.
   d. Inform Assistant Counselor of the home routine and any special needs of a particular child.
   e. Respond timely to all staff requests for information.

10. Delegated Responsibilities - Any other responsibilities that may be assigned by the Director of Treatment.
QUALITIES:

1. Good character, health and emotional stability.
2. Regularly attend church.
4. Share with spouse a burden to provide a Christian home for children in crisis and in need of hope and healing.
5. Teachable.

REQUIREMENTS:

1. Education and Experience
   a. High School Diploma plus work experience required, college preferred.
   b. Married at least three years and no more than two of your own children living at home.
   c. At least twenty-five (25) years of age.
   d. Good moral character and integrity. Strong Christian character and nurturing lifestyle as documented by references.

2. Technological
   a. Willing and able to do manual work.
   b. Able to lift up to fifty (50) pounds - men.
      Able to lift up to twenty-five (25) pounds - women.
   c. Able to keep good records.
   d. Able to follow oral and written instructions.
   e. Able to become First Aid and CPR qualified.
   f. Able to become lifeguard certified - either or both Houseparents.
   g. Able to prepare three (3) meals a day for up to eleven (11) people.

3. Ranch-Required Lodging and Meals
   a. Must live in assigned home.
b. While on duty, must eat meals with the children.

4. Other

a. Good physical and psychological health as assessed by employment exams and job performance.

b. Valid Georgia driver’s license within thirty (30) days of employment.

c. Willingness to learn and implement the Ranch program.

d. Able to adjust to sudden changes in schedule.

e. Able to maintain home checking account.

f. Able to balance tension between Ranch responsibilities and those of own family.

I have read this job description and understand my job responsibilities.

_________________________________
Employee Name (Print)

_________________________________  ____________________
Employee Signature  Date