MULLIGAN'S MANOR
Job Description - House Parent (non-exempt position)

QUALIFICATIONS:

1. High School diploma, GED equivalent or advanced college courses
    2. DPS fingerprint clearance card prior to employment or within 6 weeks of hire
    3. 1 year work or volunteer experience with children or adolescents age 18 and younger
    4. Basic computer operating knowledge of Microsoft word, excel & outlook
    5. 1st Aid/CPR & Food Handler's Card preferred but not required until post hiring
    6. Valid driver's license and clean driving record (run every 6 months for insurance coverage)
    7. Physically able to carry out work requirements
    8. Strong organizational skills and work ethics

JOB GOAL: To provide a safe, clean and loving home for youth whose parents are unable to adequately care for them and to support the children's physical, emotional, religious, social and educational growth and development.

DUTIES AND RESPONSIBILITIES:

1. Attend all staff meetings unless excused in writing by the House Manager, (over night shift may be exempt from daytime meetings).
2. Set guidelines for behavior and personal growth - Train the children in life skills such as table manners, personal hygiene, dress and grooming - working *with* them and teaching by example.
3. Supervise the children's activities and know their locations at all times.
4. Transport children to school, medical appointments and other activities.
5. Discipline the children, according to ACYF Discipline Policy and guidelines set forth by behavior contracts or Case Managers.
6. Provide nurturing and comfort for the children.
7. Supervise the children's chores to completion to an acceptable standard.
8. Supervise homework and provide tutoring.
9. Perform basic housekeeping/maintenance/food preparation with the residents.
10. Document required activities such as fire drills, food temperatures etc.
11. Attend meals *with* the children in a "family style" manner.
12. At the end of each shift inform incoming House Parents about the current activities. Make shift change notifications of any Incident or Staff Reports.
13. Administer and document routine medications according to training.