

Job Description

JOB TITLE: PRIMARY HOUSEPARENT

Department: Campus
Reports To: Director Campus Ministries
Status: Full-Time

JOB SUMMARY

Responsible for the day-to-day care, guidance, and training of the residents assigned to his/her residence, all in keeping with the Program Policies & Procedures Manual specifically related to his/her assignment, any handbooks provided, and in compliance with the Personnel Policies and Procedures Manual provided all Florida Baptist Children's Homes employees.

ESSENTIAL DUTIES AND FUNCTIONS

1. To encourage spiritual growth and awareness through daily devotions (group & personal), prayer at meals and regular church attendance.
2. To build positive relationships, serve as a positive role model, and teach appropriate social skills.
3. To provide adequate clothing for residents through proper clothing purchases and inventory while staying within budgeted guidelines.
4. To prepare menus, purchase groceries, and prepare meals within prescribed budget.
5. To assure the resident's educational needs are being met through completion of homework, adequate school supplies, and school contact.
6. To plan, supervise and participate with residents in daily activities, including chores, study time and recreation.
7. To properly utilize the agency approved Behavioral Management System.
8. To adhere to all agency policies and procedures, campus and residence guidelines.
9. To complete all required documentation within the prescribed time frame.
10. To keep supervisor informed, as soon as possible, in the event of emergencies or unusual developments.
11. To complete outside cottage duties assigned by the Director.
12. To perform such other duties as may be assigned by supervisor.
13. To complete all required initial and annual training and development programs.

PHYSICAL DEMANDS

These physical requirements are not exhaustive and the Company may add additional job-related physical demands to these if the need arises. Corrective devices may be used to meet these physical requirements.

While performing the duties of this job, the employee is regularly required to sit, walk and talk or hear. The employee frequently is required to use hands to finger, handle, or feel. The employee is often required to reach, push and pull with hands and arms. The employee may occasionally be required to climb, twist, squat and bend. Specific vision abilities required by this job include close and distant vision.

This job requires the ability to work in stressful conditions from time to time and remain focused for extended periods of time. Ability to lift up to 30 pounds; boxes, documents, groceries, household supplies and furniture.

Florida Baptist Children's Homes is an equal opportunity employer



Job Description

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Job functions are performed in a residential group home environment. Work location does include an office setting, but primary job functions are performed in the residential environment.

I understand this job description is not intended to be an "all-inclusive" list of the requirements of this position, but to describe the general nature of the job and a reasonable representation of its activities. I also understand that additional related responsibilities may be identified by the company and listed as such in my performance appraisal.

Print Name: _____ Signed: _____ Dated: _____