



House Parent Job Description

Reports to: Director of Operations and Executive Director

House Parents are a Christian husband and wife. The wife is employed full time by Soaring Wings in a salaried position. The husband serves in a volunteer capacity at Soaring Wings while maintaining daytime employment off-site.

Principle Duties and Responsibilities:

Child & Family Development

- **Spiritual:**
 - Set a good example of Christian attitude and conduct.
 - Actively participate in a local church. Sunday worship is required for all homes, but houses should participate in other services, i.e. Wednesday services, small groups, youth groups, camps, etc.
 - Conduct family devotion/Bible study on a weekly basis.
 - Encourage spiritual growth in hopes each child will develop a personal relationship with Jesus Christ.
- **Intellectual:**
 - Encourage a wholesome attitude toward school, education, and reading.
 - Provide structured time for schoolwork, assists with homework, and ensures that the children have necessary study materials.
 - Work closely with teachers and Soaring Wings staff to set academic goals and to get needed assistance.
 - Regularly attend school awards ceremonies.
 - Give report cards to Soaring Wings staff to prepare grade incentives.
- **Adaptive:**
 - Assign and teach children age-appropriate household chores.
 - Teach children the proper laundering of clothes.
 - Encourage the development of good personal hygiene habits such as bathing, brushing teeth, changing clothes, shampooing hair, cleaning nails, etc.
 - Ensure children keep their rooms and belongings in a “show-ready” state before leaving for school daily.
 - Help children develop skills for meal planning, budgeting, etc.
 - Encourage participation in independent living assignments/activities.
- **Social:**
 - Teach children appropriate methods of building and enhancing relationships.
 - Encourage children to take advantage of one extracurricular activity per year.
 - Provide opportunities for children to develop skills in public spaces.
 - Emphasize the importance of family activities, meals eaten as a family, etc.
- **Emotional:**
 - Become familiar with each child’s history to understand the child as an individual.
 - Work closely with the social worker and therapy team.
 - “Meet the child where he/she is”, provides for the child’s needs in healthy ways.
 - Hold information about each child and their family confidential.
 - Maintain a structured environment by creating/enforcing house expectations.
 - Enjoy spending time with the kids and do so as much as possible.

- Physical:
 - Plan weekly menu, prepare and serve nutritionally balanced meals.
 - Supervise household chores.
 - Ensure that each child in the home is properly fitted for shoes and clothing that are appropriate for the season and modest in nature.
 - Encourage physical activity and a healthy lifestyle.
 - Know any special health needs of the children (allergies, medications, etc.)
 - Dispense and document prescription and OTC medication as required by doctor and licensing regulations.
 - Schedule and transport for school, medical, dental, vision, appointments, etc.
 - Ensure “rule of 3” is always maintained while caring for the children.

General

- Work closely and communicate with the Soaring Wings childcare team.
- Maintain the home and furnishings in good order and keep the home in a “show-ready” state daily.
- Keep the home van in good running condition and ensure that needed preventative maintenance is completed in a timely matter.
- Participate in regular staff meetings, devotions, case planning meetings, etc. at the direction of the Director of Operations.
- Maintain needed documentation on each child such as weekly logs, incident reports, medication administration logs, emergency drills, etc.
- Show good stewardship by maintaining a monthly budget for groceries, clothing, home needs, activities, etc.
- Demonstrate strong character and embody our values to “Act Justly, Walk Humbly, Love Mercy” (Micah 6:8).
- All other duties as assigned.

Minimum Requirements:

- Maintain at least 30 hours of job-related continuing education per year
- High School Diploma
- Pass background checks
- Valid driver’s license

Benefits/Time Off:

- Salary
- IRA with 3% match
- Health insurance
- 2 weeks of paid time off per year; one weekend per month; weekly date night
- Use of the Soaring Wings vehicles for matters related to your position