

## House Parent for Tribal Receiving/Foster Home

**Status:** Exempt

**Department:** Community Services

**Reports To:** Director of Community Services

### **General Position Description:**

The House Parent works under the direction of the Community Services Director, managing the care of up to several children at one time. Working collaboratively with the Community Services staff, the House Parent helps develop and implement program, organizational, therapeutic and behavior plans and facilitates optimal adjustment for Tribal youth.

### **Duties & Responsibilities:**

- Provide strengths-based child care and supervision for children
- Help special needs children adjust to life changes, placement, and support meeting developmental milestones
- Maintain respect for parents and community members, while following legal restrictions
- Help create a monthly calendar with daily activities, meal times, etc.
- Ensure each child's emotional, physical, and medical needs are met
- Ensures each child's educational needs are met through the support of homework, school meetings and participation in Individualized Education Plans (IEP's) as needed
- Maintain a nurturing environment with ample age-appropriate activities
- Collaborate in case planning
- Implement case, behavior, and therapeutic plans
- Make the children available for social workers, Tribal staff, therapists, and family visits
- Provide transportation for the children to all appointments
- Help coordinate the physical operations and maintenance of the home

- Maintain medical, dental, mental health, education and foster home records through the Laserfiche data tracking system. Daily case note documentation is required for all tribal children residing in the home
- Attend events, training seminars and meetings, as needed
- Facilitate admits and releases to the foster home by collecting and tracking inventory, medical, dental, mental health and education records for each Tribal youth.
- Implement all emergency procedures and disaster plans, as needed
- Provide training to Tribal parents and/or Tribal families for the purpose of reunification or placement
- Perform basic housekeeping duties and cooking, as needed
- Perform other duties as assigned

**Knowledge, Skills and Abilities:**

- Ability to read, write, speak, and understand English language
- Ability to clearly express thoughts and ideas verbally
- Ability to clearly express thoughts and ideas in writing
- Exhibit good listening skills and the ability to comprehend clients, colleagues, and supervisors
- Select and use appropriate communication methods to keep supervisors, co-workers, and others adequately informed
- Ability to perform housekeeping tasks, including but not limited to, cleaning, washing clothes, ironing, etc.
- Exhibits ethical and moral behavior in everyday business conduct
- Ability to maintain discipline and group control in a therapeutic manner
- Ability to implement strengths-based reward systems and consequences
- Skills to plan and organize multiple tasks at one time
- Knowledge of child and adolescent development, and/or child psychology to identify and encourage age-appropriate behavior, as well as understand the clients' behaviors and reactions
- Ability to effectively work with Seriously Emotionally Disturbed youth, as well as youth with other special needs in an individual or group setting
- Ability to implement strengths-based behavioral plans in stressful circumstances
- Conflict resolution skills

- Basic knowledge of personality disorders and the effects of Fetal Alcohol Syndrome, as well as the effects of abuse and neglect.
- Knowledge of basic mathematics, including addition, subtraction, division, and multiplication
- Ability to interact with children in a nurturing and respectful manner
- Ability to establish and maintain appropriate boundaries with children and families
- Ability to work cooperatively with a culturally diverse client population
- Ability to work with community and outside agencies in a collaborative and cooperative manner
- Ability to work effectively in a group or individual setting

**Minimum Qualifications:**

Education:

- An Associate's Degree with an emphasis on Child Development, Psychology, Counseling, Early Childhood Education, Human Services, Social Welfare, Social Science or Social Psychology preferred. Nine semester units must be related to children with behavioral problems

Experience:

- Two years of experience working in a residential or school setting with special needs children or at least four years of related work experience

**Preferred Qualifications:**

- Experience in a level 12 group home
- Experience working with Native American families and youth

**Required Licenses, Certifications, Registrations:**

- Have a valid California Driver's License
- Ability to pass a background screening and a Child Abuse Clearance Index (CACI) screening
- Be at least 21 years of age
- Ability to pass the First Aid, CPR and Non-Violent Physical Crisis Intervention (NVPCI) courses offered by UAIC within the first six months of employment

**Special Working Conditions:**

The House Parent must be able to:

- Deal with stressful and violent situations involving clients
- Handle exposure to blood-borne pathogens
- Work effectively in a fast-paced environment
- Work a flexible schedule that includes day, evening, night, and weekend shifts

The House Parent is the custodian of all children residing in the Tribal Foster Home. When children are in the home, the position can require up to 24 hours per day, 7 days a week oversight of the children. This is a salaried position, for further details see House Parent Employee Agreement.

**Special Requirements:**

Must maintain STRICT CONFIDENTIALITY of all UAIC information received in trust and confidence.

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