

Cookson Hills Respite Houseparent Job Description

Job Title: Respite Houseparent

Department: Children and Family Services

Reports To: Social Worker

FLSA Status: Exempt, Salaried Position

Job Description Summary: “Respite Houseparent” is a full-time role for a married Christian couple who is willing to serve by partnering with primary houseparents in giving the children of Cookson Hills love, education and healing. The ideal respite houseparent couple will fill a role similar to an aunt and uncle, providing for the daily needs of a group of children while their primary houseparents are on leave. Respite houseparents will provide care of children in accordance with minimum standards, policies, and procedures of Cookson Hills, and as directed by houseparent and social work staff, pursuant to individual plans for each child. Respite houseparents work to ensure continuity in care, providing the holistic opportunity each child needs for a mature life.

Minimum Qualifications: The qualifications listed below are required in order for an applicant to be considered for the role of Respite Houseparent.

Basic: Legally married, with both spouses at least 21 years of age, and no more than 4 children living in the home.

Education and /or Experience: High school diploma or general education degree (GED).

Faith Beliefs: Demonstrate Christian faith and practice, agreeing with and abiding by the Cookson Hills Statement of Faith and Lifestyle Agreement provided on the employment application.

Residence: Must reside in on-campus housing in order to perform the essential duties of the role.

Computer Skills: Knowledge of Internet software, specifically the Google Apps suite including Docs, Sheets, and Calendar, etc. Ability to utilize email as a reliable form of communication.

Driving Skills: Valid driver's license in good standing and the willingness and ability to learn to drive a 15-passenger van.

Work Environment The work environment is representative of what one might encounter while performing the essential functions of this job, i.e. various locations for interacting with children (home, school settings, outdoor settings, etc.).

Essential Duties and Responsibilities: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and other duties as assigned. Reasonable accommodations may be provided to enable individuals with disabilities to perform the essential functions.

Residential Care: As a respite houseparent you will provide temporary care for a group of children, in your ministry-provided home, while their primary houseparents are on leave. You will support and cooperate with primary houseparents by following their instructions, meeting the children's needs and maintaining continuity of care. Respite houseparents work with children of either gender and various age ranges. With each group of children, respite houseparents are expected to perform the following tasks:

- Adhere to the child scheduling needs as recorded on the respite form,
- Interact positively and purposefully with the children,
- Enforce expectations and consequences in a loving, but firm manner,
- Care for minor illnesses,
- Properly administer medications,
- Handle emergency situations, with assistance from the assigned Social Worker,
- Call the assigned Social Worker as needed for crisis assistance or other questions,
- Look for and seize opportunities to have positive interactions with children,
- Document significant occurrences,
- Write incident reports in a timely manner,
- Participate in family and community events,
- Prepare meals,
- Lead daily devotions,
- Assist with homework,
- Fill out Respite Report summarizing each family's stay in a timely manner,
- Maintain an atmosphere of love, acceptance, and order in the home.

Secondary Role: Respite houseparents support other ministry objectives outside the childcare home approximately 18-20 hours a week in an assigned secondary role. Houseparents may support other ministry objectives as their time and talents allow.

Stewardship of Resources: Respite houseparents maintain a Cookson-provided home in a clean and orderly manner, keeping the exterior of the house and yard clean, orderly, and in good repair.

Annual In-Service: 24 hours (Cookson Hills will schedule and provide these trainings.)

Competencies: These competencies, characteristics and aptitudes are representative of the knowledge, skill, and/or ability required to perform this job.

Adaptability: Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality: Is consistently at work and on time; Meets and honors commitments, Uses time efficiently.

Dependability: Completes tasks on time or notifies others with an alternate plan.

Ethics: Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity; Upholds organizational values.

Interpersonal Skills: Connects with others using empathy and active listening rather than judgement; Manages conflict and de-escalates crisis moments; Uses a team-oriented approach to problem-solving; Regulates own emotions well; Maintains confidentiality; Growth-minded and teachable; Looks for strengths in others and uses frequent positive speech; Ability to be fair, discerning, and honest in all relationships.

Judgment: Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process.

Language Skills: Demonstrates good communication skills with the ability to read and comprehend simple instructions, short correspondence, and memos; Ability to write simple correspondence and descriptive reports; Ability to effectively present information in one-on-one and small group situations.

Organizational Skills: Ability to maintain records, maintain a clean and orderly home, and submit required documentation in a timely manner; Ability to budget and maintain financial records.

Physical Demands: Respite houseparents are expected to be physically fit and active and will be regularly required to use his or her body. Respite houseparents are regularly required to walk, talk, hear, lift and/or move up to 40 pounds, and utilize vision capabilities for driving and paperwork. Respite houseparents may need to employ crisis intervention techniques to physically restrain children/teens weighing up to 200 lbs.

Professionalism: Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral, schedule or diagram form; Ability to assess issues, accounting for multiple variables and possible implications, providing rational solutions to problems.

Safety and Security: Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

Benefits of Respite Houseparent Employment

In addition to rewarding service and fulfilling ministry opportunities, Cookson Hills provides employees with a competitive compensation package.

Cash Compensation: Salary paid on a monthly basis to each spouse.

Housing, Utilities, and Food: Housing, Food, and Utilities are provided at no-cost/full benefit to the houseparent couple. Details provided in compensation overview.

Paid Sick Leave: Awarded upon 6 month anniversary of hire date, and each 1-year anniversary thereafter, at a rate described in employee policy manual.

Paid Personal Time Off: Awarded upon 6 month anniversary of hire date, and each 1-year anniversary thereafter, at a rate described in employee policy manual.

Days Off Per Month: Respite houseparents are provided a minimum of 4 consecutive days (3 nights) of respite from their duties every month.

Health, Dental, Vision Insurance: Employees contribute to the monthly premiums for this coverage.

Retirement Savings Incentive: Available upon 1-year anniversary of hire date, at a rate described in employee policy manual.

Private Christian School Tuition: 100% tuition scholarship provided for houseparents' children in 1st-12th grades.

Approved: Ron Riley, Oct 2019