
HOMES FOR CHILDREN – PRIMARY HOUSEPARENT

Position Assignment

Title: Homes for Children – Primary Houseparent
Organizational Unit: Homes for Children
Recruited by: Boothe Campus Director
Approved by: Vice President of Campus Ministries

Working Relationships

Reports to: Boothe Campus Director
Staff Team: Boothe Campus Director, Director of Social Services, Caseworkers, and all Homes for Children staff

Basic Functions

The Primary Houseparent plays a front-line role in the Homes for Children program of South Texas Children’s Home Ministries (STCH Ministries). The Primary Houseparent is responsible for the day-to-day care, guidance, and training of the students assigned to his/her residence, all in keeping with the Homes for Children Program Policies and Procedures Manual specifically related to his/her assignment, and any handbooks provided, and in compliance with the *Employee Essentials* employee handbook.

Basic Responsibilities

1. To encourage a relationship with Christ and spiritual growth and awareness in Him through daily devotions (group and personal), prayer at meals, and regular church attendance.
2. To build positive relationships, serve as a positive and Christ-loving role model, and teach appropriate social skills.
3. To serve as a Christian minister of reconciliation to each child.
4. To prepare menus and meals within prescribed guidelines.
5. To ensure the student’s educational needs are being met through completion of homework, adequate school supplies, and school contact.
6. To plan, supervise, and participate with students in daily activities, including chores, study time, and recreation.

Position Description

STCH Ministries



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7. To bear the primary responsibility for discipline of the children in the cottage. The Houseparent will refer all matters that occur outside the cottage to the Boothe Campus Director.
 8. To adhere to all policies and procedures, campus and residence guidelines, and complete all required documentation within the prescribed timeframe.
 9. To keep the Boothe Campus Director informed, as soon as possible, in the event of emergencies or unusual developments.
 10. To complete outside cottage duties assigned by the Men’s Work Program Director or the Boothe Campus Director.
 11. To perform all other duties as assigned.

I, the employee, have read, understand, and agree with the position description for Homes for Children – Primary Houseparent.

Employee Signature

Date

Employee Supervisor Signature

Date