

HIBISCUS CHILDREN'S CENTER POSITION DESCRIPTION

Position Title: Relief Group Home Parent	Program: Village
	Reports to: Lead Group Home Parent

POSITION FUNCTION/OVERVIEW:

The primary purpose of this position is to establish and maintain a home-like environment so clients (children & youth) can learn life skills, how to deal with problems and observe positive life activities as part of the Group Home parent team. This relief group home parent position reinforces behavior guidance principles as a part-time, professional parent who sets a good example of adult behaviors.

Hibiscus Children's Center utilizes the Sanctuary Model, which is a trauma informed organizational change model. The Sanctuary Model organizes both our treatment and the way we run our organization. It is an inclusive model as it is a way of guiding leadership, staff, clients, families and our community to share the same language.

PRIMARY DUTIES/RESPONSIBILITIES:

- Promote the mission, values and vision of Hibiscus Children's Center
- Supervise and positively interacts with children
- Plans, prepares, engage in and arranges supervision of age appropriate activities with children
- Direct children in eating, resting, and personal hygiene
- Maintain the order, safety, cleanliness of the home and surrounding yard
- Models all aspects of the behavior modification program
- Provides structure and guidance in a positive manner that will establish positive role models for the children
- Provides teaching and coaching in daily living skills, which includes hygiene and social skills.
- Responsible for daily cleaning, organizing, sanitizing and laundry, as needed; prepares meals for children
- Transports and/or makes transportation arrangements, as needed
- Completes required mandatory and other trainings for compliance of yearly standard
- Reviews, maintains and updates client records and/or logbook with pertinent client information; ensures all client documentation is completed properly
- Administers medications and documents dosage and times
- Ensures all medical directives are followed
- Attends and participates in treatment team, staff and All Agency meetings as appropriate
- Notes and recommends solutions to any staffing concerns, behavioral problems and/or difficulties
- Communicates and documents all necessary information related to clients to their individual therapist
- Communicates and notifies the On-Call Administrator of all non-routine incidents

- Ensures home is properly maintained and that repairs are coordinated with maintenance personnel
- Appropriately manages all Home funds and maintains records and receipts as required
- Provides direction and guidance to volunteers
- Implements one fire drill per month and proper documentation in the Fire Drill Log

This list of duties and responsibilities is not intended to be exhaustive. Hibiscus Children's Center reserves the right to revise this job description as needed to comply with actual job requirements.

QUALIFICATIONS REQUIRED:

- Participate in college degree program; in process of obtaining degree from four (4) year accredited school or university in a Human Services related field. At a minimum, all Relief Group Home Parents will be required to have a High School Diploma or GED and significant experience working with children)
- Two (2) years of experience providing direct services to children, youth and their families
- Certification in CPR, First Aid
- Must pass level 2 background clearance and drug test
- Ability to lift 40 pounds
- Flexible schedule and availability
- Valid FL Driver's License
- Insurance clearance to transport children in agency vehicles

SKILLS:

- Good interpersonal skills
- Understanding of child abuse and neglect
- Ability to intervene decisively when necessary to protect residents
- Ability to work in and promote team environment
- Ability to handle emergencies and life threatening situations effectively
- Good verbal and written communication skills
- Basic first aid skills
- Ability to transport children
- Ability to set appropriate boundaries and limits with residents and staff

REQUIREMENTS:

- Complete 40 hours of training annually
- Successfully complete Therapeutic Crisis Interventions (TCI) and all annual refreshers
- Successfully complete Sanctuary Model Training and annual refreshers
- Successfully complete 24 hours of Human Trafficking Training

PHYSICAL REQUIREMENTS: (N=needed P=preferred)

Sitting N Standing N Walking N Lifting N Carrying N Kneeling N Pushing/Pulling N
Bending/Stooping N Climbing n/a Reaching N Crawling/Crouching P Repetitive Motions P
Transporting P Other (describe _____)

I have read and understand this job description and hereby certify that I am qualified to perform this job, with or without a reasonable accommodation.

Name (Print)

Supervisor's Name (Print)

Employee Signature

Supervisor's Signature

Date

Date