



Job Title:	House Parent		
Department/Group:	Chippewa County Family Project-Group Home		
Location:	Sault Ste. Marie	Travel Required:	Travel Required
Level/Salary Range:	TBD	Position Type:	Full-Time
HR Contact:	Tracey Holt	Date Posted:	
Will Train Applicant(s):	Will Train Applicant(s)	Posting Expires:	
External Posting URL:	www.chippewacountyfamilyproject.org		
Applications Accepted By:			
EMAIL: CHIPPEWACOUNTYFAMILYPROJECT@GMAIL.COM		MAIL: ATTN: TRACEY HOLT, CHIPPEWA COUNTY FAMILY PROJECT SAULT STE. MARIE, MI 49783	
Job Description			
<p>The House Parent is to act as a parent, advocate, life skills teacher, and role model for the children within the Chippewa County Family Project-Group Home. He or She is responsible for ensuring the health and safety at all times through close supervision and high interactions with the children. The House Parent will implement all Michigan Department of Health and Human Services policies and procedures, as well as Chippewa County Family Project Group Home's Facility and Employee policies and procedures.</p> <p>Qualifications</p> <ol style="list-style-type: none"> 1. High school diploma or equivalent; Bachelor's degree in Human Services field, preferred. 2. At least 1 year experience working with adolescents and families and/or at-risk youth, preferably in a group home or residential treatment setting. 3. Ability to live on campus at the Chippewa County Family Project Group Home for the duration of the assigned shift. 4. Ability to prioritize and respond to the needs of the children and assigned staffers; to effectively use time to ensure assigned tasks are completed within designated time frames. 5. Ability to work cooperatively and productively with supervisor, subordinates, co-workers and volunteers. 6. Be able to work effectively as a member of an interdisciplinary team; to maintain professional relationships; and to resolve conflicts appropriately by the proper chain of command. 7. Ability to demonstrate advanced leadership skills in working with children and coworkers. 8. Ability to provide constructive and developmental feedback in a professional manner that demonstrates the concept for change. 9. Ability to grow professionally and learn new skills. 10. Have the ability to accept constructive feedback and modify behavior accordingly. 11. Ability to lead others in working in a stressful and sometimes unpredictable environment. 12. Strong skills in handling crisis situations without overreaction or loss of objectivity. 13. Must have appropriate maturity and sensitivity to cultural and individual differences. 14. Excellent interpersonal, oral, and written communication skills. 15. Must be physically able to use authorized Crisis Intervention techniques. 16. Provides a safe, structured and nurturing learning environment for the children. 17. Provides constant supervision for children during recreational activities and outings. 18. Provides one-on-one supervision to children when safety concerns are noted. 19. Ensures individual service plan goals, objectives, and strategies are implemented on a daily basis. 			

20. Be responsible for timely and accurate communication within program (e.g. incident reports, verbal reports, shift documentation).
21. Advocates for children by working closely with school personnel, therapist, physician, psychiatrist, and other key professionals to ensure youth's needs are being met.
22. Assists children with homework and independent living activities, such as learning to cook.
23. Distributes psychotropic medication to children as needed, documenting in the Medication Administration Record (MAR).
24. Assists in preserving children's culture by implementing their children's traditions or cultural activities.
25. Consults daily with other caregivers to ensure needs of children are being met.
26. Participates in trainings, conferences, meetings, projects, and other events provided by Chippewa County Family Project Group Home.
27. Attends meetings and individual supervision to discuss children and program-related issues.
28. Be a positive role model for children and co-workers while promoting a positive work environment.
29. A foster parent shall carry out each of the following functions:
 - a. Cooperate with and assist in the agency's implementation of the service plan for children and their families.
 - b. Fully disclose to the agency information concerning a foster child's progress and problems.
 - c. Provide written notification to the board and the agency of the need for a foster child to be moved from the foster home not less than 14 calendar days before the move, except when a delay would jeopardize the foster child's care or safety or the safety of members of the foster family.
 - d. Maintain a copy of and follow the agency's written policies and procedures for foster parents and foster care.
30. Each licensed foster parent shall attend training as required by the agency foster parent training plan, totaling to at least 6 hours per year.
31. At least one (1), adult member of the household, shall have a current training and certification in CPR and First Aid from the American Heart Association or the American Red Cross, or other institution approved by the Department.
32. Must be at least 25 years of age.
33. Must possess a valid driver's license and have a good driving record which allows insurance coverage by Chippewa County Family Project Group Home auto insurance policy.
34. Must consent to a pre-hire, annual, and random drug screening protocol.
35. Must obtain a recent tuberculosis test or chest X-ray verifying no active tuberculosis.
36. Must consent to check employment references and to conduct a background check in accordance with requirements of the Michigan Department of Protective and Regulatory Services.
37. Must be able to work flexible schedule.
38. Responsible for obtaining and maintaining confidential information.
39. Performs other duties as assigned.

Reviewed By:	Tara Tremblay	Date:	4/3/20
Approved By:	Governing Board	Date:	