

## **House Parent: Case Management Job Description**

**Position:** House Parent & Case Manager

**Reports To:** Program Director

**Employee Status:** Full-Time

**Salary:** \$21,500 - \$26,000

**Schedule:** 2pm Saturday through 2pm Wednesday

### **Function and Purpose**

The houseparent/case manager is the heart of the GraceSon home. They mentor, empower and equip homeless teen moms and their children. They actively engage and embrace GraceSon's residents to support the ministry's mission to extend Christ's love and reframe their vision of home.

### **Basic Requirements and Qualifications**

1. Demonstrate successful promotion of and adherence to the GraceSon Housing mission statement, core values, statement of purpose, expectations, and faith.
2. Demonstrated desire to work with young women and children.
3. Demonstrated ability to work with at-risk youth and commitment to effectively establishing positive relationships across multiple dimensions of diversity.
4. Maintain a current driver's license and automobile insurance, which includes medical liability coverage.
5. Acquire and maintain current certification in CPR, first aid, blood-borne pathogens, and a food handler's card.
6. Be able to pass a background check.
7. Must have high school diploma or GED.

### **General Houseparent Responsibilities**

1. Foster a nurturing, grace-based family environment.
2. Maintain a clean and orderly home by modeling responsibility, accountability, and healthy living in a grace-based environment.
3. Maintain unity with staff, residents, and volunteers.
4. Demonstrate respect for all residents, staff, volunteers, and guests.
5. Maintain appropriate confidentiality.
6. Operate as an engaged, passionate, member of the Hope Program team with the Program Director and volunteers.

7. Be available to residents and GraceSon team during the entire length of your shift (including by phone).
8. Demonstrate and explain God's love and grace by recognizing and embracing daily, teachable moments.
9. Establish daily points of connection with residents, creating a trusting relationship with each individual mother and child.
10. Provide supervision, direction, and guidance to each resident according to her unique needs and goals.
11. Other tasks as assigned by the Program Director or Executive Director.

### **House Management Responsibilities**

1. Maintain a home environment that is above or equal to licensing standards.
2. Create a weekly menu and obtain groceries, utilizing the grocery store and donated resources.
3. Maintain a clean, orderly home and yard by involving residents' regular participation through assigned responsibilities.
4. Establish schedules for residents to clean, embracing these activities of daily living as an opportunity to teach and model.
5. Assist residents with activities/tasks that facilitate their case plans.
6. Transport residents in the GraceSon vehicle as determined by the team.
7. Maintain the GraceSon vehicle in a safe, operating condition. To include, but not limited to regular refueling, tire monitoring, and scheduling routine maintenance.

### **Case Management Responsibilities**

1. Work collaboratively with local social service agencies.
2. Develop and maintain positive working relationships within the community that may benefit the residents living at GraceSon.
3. Work with the Program Director to schedule/lead orientations for potential residents.
4. Create and maintain proper documentation for each resident.
5. Develop and implement a written case plan for each resident.
6. Assist residents in completing various assessments on life skills and life goals as appropriate or assigned by the Program Director.
7. Lead Program Night once weekly which will discuss specific topics with residents.
8. Assess and encourage residents' progress toward their goals.
9. Work with the Program Director to facilitate referrals to community resources including education, medical, dental, and mental health needs for residents and their children.