



**GraceSon Housing Foundation**  
**House Parent Job Description**

**Job Description/Position:** GHF House Parent

**Reports to:** Case Manager, Program Director, Executive Director

**Positions reporting to this position:** GHF Volunteers

**General Description:**

GraceSon Housing Foundation provides residential care, case management, and a holistic approach to growth and healing for pregnant or parenting teen moms. The houseparent 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. Houseparents should actively be: intentional, relational, good communicators, and filled with grace.

**Employee Status:** Part-Time

**Salary:** \$15,730 Annually

**Schedule:** Wednesday at 2:00PM- Saturday at 2:00PM

**A. BASIC REQUIREMENTS** of all GHF Employees:

1. Demonstrate successful promotion of and adherence to, the GraceSon Housing mission statement, core values, statement of purpose, expectations, and faith.
2. Be dependable, stable, and capable of following through on commitments.
3. Demonstrated ability to work with at-risk youth and commitment to effectively establishing positive and respectful relationships across multiple dimensions of diversity.
4. Acquire and maintain current certification in CPR, first aid, blood borne pathogens, and a food handlers card.
5. Complete a criminal history check and check of central registry for child abuse.
6. Maintain a current driver's license and automobile insurance, which includes medical and liability coverage.



## **B. PRIMARY QUALIFICATIONS:**

1. Minimum High School Diploma or GED.
2. Experience connecting and working with vulnerable populations. Prefer experience with at risk youth.
3. Familiarity with issues pertaining to mentoring and supporting vulnerable populations.
4. Excellent communication skills, verbal and written.

## **C. DUTIES**

### **General Houseparent Responsibilities**

1. Foster a nurturing, grace-based family environment
2. Model responsibility, accountability, and healthy living in a grace-based environment
3. Demonstrate and explain God's love and grace by recognizing and embracing daily, teachable moments
4. Establish daily points of connection with residents, creating a trusting relationship with each individual mother and child
5. Provide supervision, direction, and guidance to each resident according to her unique needs and goals
6. Be available to the residents and GraceSon team, during your entire shift (Including by phone). Sleep on site overnight during shift.
7. Maintain unity with staff, residents, and volunteers
8. Demonstrate respect for all residents, staff, volunteers, and guests
9. Maintain confidentiality (with the exception of mandatory reporting cases)
10. Operate as an engaged, passionate, member of the Hope Program team with the Executive Director and a variety of trained volunteers



### **Specific House Management Responsibilities**

1. Maintain a home environment that is above or equal to licensing standards.
2. Maintain a clean, orderly home and yard, involving residents as appropriate. Carry out basic house and yard maintenance (change batteries, lightbulbs, shovel snow, mow lawn, rake, etc.) Communicate repairs and needs to Program Director.
3. Establish/Implement schedules for residents to clean, embracing these activities of daily living as an opportunity to teach and model. Carry out daily room-check.
4. Engage with residents when they are at home (conversation, activities, etc). When residents are away from the home be available to answer texts and calls as needed throughout the entire shift. Maintain healthy boundaries.
5. Lead Program Night during shift. Communicate with Program Director and lead the planned program. (Ex. Lead bible study, watch video and engage in discussion, attend Parenting classes with residents).
6. Create a weekly menu and obtain groceries, utilizing the grocery store and donated sources.
7. Assist residents with activities/tasks that facilitate their case plans. Communicate with Case Manager regularly to support in carrying out case plans and add any new goals/tasks.
8. Uphold program rules and guidelines. Bring concerns to Program Director and enforce disciplinary actions as decided upon by team.
9. Transport residents in the GraceSon vehicle as determined by team.
10. Maintain the GraceSon vehicle in a safe, operating condition and clean as necessary.
11. Fill-out and maintain all necessary paperwork including: detailed daily logs, resident binder, and CIR.
12. Communicate clearly, thoroughly, and thoughtfully to residents and other GHF staff and volunteers
13. Attend all staff meetings and trainings as deemed necessary and actively engage in discussion.