

Christ's Haven for Children
Employment Opportunity

Position: Houseparent

Education: A high school diploma or GED, some college preferred.

Requirements: Must be a faithful Christian

- *Must have a stable marriage & family unit.
- *Must be able to manage children under DFPS guidelines
- *Must be able to pass a background check and drug test.
- *A minimum of one year of child-care or related experience is preferred.
- *Must be at least 23 years of age.
- *Must possess exceptional time management and detail-orientated skills.
- *Must be able to exhibit successful home management skills on a continuous basis.
- *Must possess a valid TX driver's license.
- *Must be available for travel as needed.

Job Description: Complies with all current and future CHFC policies, guidelines and programs.

- *Attends all staff training sessions and mandatory meetings; is responsible for implementing and utilizing the content of training, as appropriate.
- *Completes and submits all paper work in a timely manner per established.
- *Cooperates and works as a team with all other CHFC staff members.
- *Ensures the physical and emotional safety of youths in CHFC care.
- *Provides a loving Christian home environment.
- *Provides a Christian example and works to instill Christian values and beliefs in youths.
- *Transports youths to and attends Church of Christ worship services in the area.

*Provides proper supervision of youths in care at all times as in compliance with CHFC & state standards. Supervision of a youth may need to be increased or decreased as a youth's needs change.

*Manages daily cottage activities in accordance with CHFC policies.

*Plans and prepares nutritious meals and snacks as required.

*Maintains the security of the cottage at all times utilizing a combination of supervision, observation, intervention.

*Implements a cottage cleanliness and maintenance program that assures proper care of the cottage utilizing maximum youth participation for the development of the youth's skills and responsibilities.

*Assists in transporting of youths to scheduled medical, dental, family visits and other appointments.

*Disciplines youths in day-to-day life according to state standards & CHFC guidelines.

*Ensures all youths comply with all current CHFC policies and guidelines.

*Monitors the academic progress of youths in their care through review of assignments, grade reports, and consults with teachers. Deficient academic results will be addressed through administrative consults and if necessary appropriate interventions.

*Enforces regular study times for all youths.