

CAL FARLEY'S

JOB DESCRIPTION

House Parent Home Life Summary (290) Boys Ranch

Please apply at [Careers • Boys Ranch, Founded By Cal Farley](#)

SUMMARY OF FUNCTION

Responsible for working with his or her spouse as a team in the provision of direct daily care to the residents of Boys Ranch, and to provide for the health, safety and well-being of each child in their care. Builds and maintains healthy, positive relationships with each resident and team member, and responsible for providing care driven by the Model of Leadership and Service. Maintains management of the home, performs home budget and money management duties to ensure good stewardship and efficiency of resource use, and facilitates job shadowing and on the job training for new house parents as assigned.

ORGANIZATIONAL DUTIES AND RESPONSIBILITIES

1. Demonstrates sound business ethics including, but not limited to those outlined by Cal Farley's Model of Leadership and Service, Strategic Plan, policies and regulations. Maintains confidentiality where appropriate.
2. Assures and monitors compliance with all internal and external agencies to include all functions that attain and maintain accreditation and compliance with regulatory agencies.
3. Supports and facilitates positive interaction with others by exhibiting:
 - Individual maturity
 - Respect for others
 - A team-centered approach
 - Maintenance of confidential information
 - An appreciation of a multicultural workplace
4. Participates in appropriate professional development programs to attain and maintain competency. This competency will include the appropriate provision of services for the age-specific population served. Requires childcare training in compliance with state regulations.
5. Effectively manages financial, informational and physical resources to achieve the organization's objectives.
6. Reports (and if possible, provides intervention for) incidents of abuse or potential abuse involving residents to the appropriate supervisor.
7. Performs work in a safe manner at all times. Maintains an organized and safe work area. Considers the safety of others at all times, and reports unsafe conditions.

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Revised: October 2014

8. Promotes the Continuous Quality Improvement (CQI) process by identifying quality indicators and opportunities for departmental and organizational process improvement.
9. Within departmental parameters, exhibits customer service, decision-making and problem-solving skills to include establishing and maintaining liaison with external vendors and within the Cal Farley organization.
10. Generates reports, correspondence and other documentation as assigned.
11. Attends and participates in administrative/staff/committee meetings as assigned.
12. Exhibits effective communication skills.
13. Facilitates other projects as assigned.

JOB-SPECIFIC DUTIES AND RESPONSIBILITIES

Essential Duties:

- Exhibits regular and punctual attendance.
- Actively participates in the home life of assigned residents. Supervises and monitors residents and resident activities in accordance with all applicable regulations.
- Builds and maintains healthy, positive relationships with each resident and team member, and responsible for providing care driven by the Model of Leadership and Service.
- Serves as a role model for residents in the areas of ethics, morals, appearance, and spirituality.
- Supports the overall programmatic philosophy of the organization as defined by the Model of Leadership and Service and the administration regarding:
 - how to professionally care for children,
 - what environments create the ability to change, and
 - how experiences, learning, and neurobiology impact functioning
- Implements the therapeutic discipline management plan for residents as prescribed in Cal Farley's policies and procedures.
- Provides crisis intervention for residents, to include the use of approved verbal and physical intervention techniques.
- Attends and participates in team meetings concerning residents.
- Maintains a healthy, positive relationship with other child care team members in order to ensure a balance of authority, role definition and equitable/balanced distribution of home duties.
- Monitors, communicates, and supervises each resident in accordance with his/her current level of supervision and responsibility as developmentally appropriate.
- Lead and Alternate House Parents are equally responsible for the wellbeing of the home while on duty. Additionally, Lead House Parents will be consulted regarding essential decisions concerning a child's care and home management.
- Supports the education of assigned residents.
- Supports the campus Chapel program regarding Christian education and spiritual development. Maintains a non-denominational approach to a child's spiritual development. Attends services with residents while on duty, wearing proper attire and exhibiting appropriate behavior, attitude, participation and reverence during services.

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- Supports the residents' interaction with family members in accordance with the resident's plan of service.
- Functions with his or her spouse as a team, sharing responsibility for childcare duties.
- Supports and maintains all functions that attain and maintain accreditation and compliance with regulatory agencies with regard to home life.
- Facilitates job shadowing and on the job training for new house parents as assigned, maintaining appropriate roles and boundaries and avoiding a supervisory stance.
- Assists newly admitted residents by providing orientation to the ranch and home, inventorying all personal belongings with resident identification number, and helping residents adjust in their new environment.

HOME MANAGEMENT:

- Provides important information in Pass on Log prior to being off duty.
- Maintains complete and accurate home records. Completes reports such as home inspections, fire drills, maintenance reports, Muster Sheets, etc. in a timely manner.
- Maintains management of the home. Ensures an adequate inventory of household supplies including janitorial, office, school, laundry, grooming and hygiene, and nutritional supplies. Completes requisitions for supplies in a timely manner.
- Performs home budget and money management duties to ensure good stewardship and efficiency of resource use. Maintains resident's financial records including balancing check books, etc.
- Provides wholesome and nourishing snacks and meals within food preparation guidelines. Procures home food supply using prescribed procedures. Maintains related documentation. Stores food properly. Supervises residents in meal preparation and table etiquette.
- Maintains cleanliness and maintenance inside and outside of the home, including basic lawn care using prescribed procedures and safety regulations. Provides guidance and instruction regarding basic horticulture and general safety procedures to residents.
- Posts weekly travel lists for home activities.
- Assists in assuring that residents' travel for summer trips and other activities is logistically and financially well managed. Collaborates with casework staff and others to ensure residents' travel is appropriately coordinated between departments.
- Assists in ensuring that special events, such as holidays, birthdays and graduation/awards activities are logistically and financially well managed. Collaborates with casework staff and others to ensure special events are appropriately coordinated between departments.
- Assists in the medical care of the residents within limitations of position. Administers prescribed/approved medication as directed by the prescribing physician and campus policy, and maintains proper medication documentation. Assures refills are communicated to the Clinic in a timely fashion and advocates for the medical needs of residents.
- Exhibits appropriate interaction with residents.

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REPORTING RELATIONSHIP

Campus Life Supervisor

SUPERVISORY RELATIONSHIP

None

JOB SPECIFICATIONS

1. A high school diploma or GED equivalency is required.
2. A Bachelor's degree in a related field is preferred.
3. Experience in childcare is preferred.
4. Computer knowledge is required.
5. Must be at least 21 years of age.
6. Bending, lifting, grasping, fine hand/eye coordination, pushing/pulling, prolonged sitting/standing.
7. Must be legally married to spouse, as defined by Texas statutes.
8. Must have no more than 2 school age dependents living in residence.
9. Must possess exceptional time management and detail-orientation skills.
10. Must reside on campus in housing provided.
11. Must possess a valid Texas driver's license. A commercial driver's license is preferred.
12. Must be available for travel as needed.

SALARY LEVEL

Per Employment Agreement

SIGNATURES:

Incumbent (I have read/received a copy)

Date

Human Resources Representative

Date

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