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House Parent Job Description

Reports To: Homes Administrator

Employment Classification: Full-time / Exempt

Location: Onsite / Live-in

Overview:

Grant Me Hope House Parents work as a team – that is, a married couple – to create a safe, stable, and nurturing Christian home environment for our residents. Our residents are young adults who have aged-out of the foster care system without being adopted. Many of these young people have experienced a host of hardships including the effects of complex trauma, abandonment, and attachment, issues. While House Parents do not replace a child’s biological parent, nor are they a foster or potential adoptive parent, they are often the first or only example of stability and security for the children in their care.

General Responsibilities:

- Understands and follows GMH policies, procedures, and program expectations.
- Models Christlike character in all areas of living, demonstrating healthy boundaries, teaching life skills, resourcefulness, etc.
- Maintains a safe, secure, stable, and nurturing Christian environment for residents, staff, and volunteers.
- Welcomes new residents and assists with intake and orientation.
- Monitors and enforces policies and expectations as needed and according to protocol.
- Responds to resident needs and crisis appropriately and according to protocol.
- Provides support and empathy to residents.
- Provides support to Homes Administrator, volunteers, and other GMH staff as assigned.

- Provides ongoing discipleship and mentoring and works regularly with residents to set and achieve program goals (financial, housing, transportation, relational, health and wellness, education, etc.).
- Keeps accurate program records and reports and keeps accurate records and receipts for the home.
- Protects resident confidentiality.
- Participates in required staff meetings, in-house training, and retreats.
- Provides transportation for residents to work, appointments, etc.
- Functions as part of a team, supports others on the team and works collectively to accomplish program goals.
- Communicates effectively and professionally, both verbally and in writing, with residents, volunteers, other staff and with other organizations.
- Monitors the physical condition of all areas of the home and property and addresses maintenance concerns in a timely manner and according to protocol.
- Cares for the home and property and works with residents in the execution of daily chores including but not limited to cleaning, laundry, landscaping and lawncare.
- Is aware of fire and tornado procedures and conducts regular drills to ensure resident and staff preparedness.
- Conducts regular inspections on smoke and carbon monoxide detectors, fire extinguishers, and first aid kits.
- Conducts regular evening bed-checks, security checks, and room inspections.
- In addition to cleaning, laundry, landscaping and lawncare, this position requires standing, sitting, climbing stairs, bending, stooping, lifting, keyboarding, and general movement around the facility.
- Ability to transport clients to offsite locations and attend offsite meetings and events.

The above statements are intended to describe the general nature and level of work performed by employees in this position. They are not intended to be an exhaustive list of all duties, responsibilities, and qualifications of employees assigned to this job. The incumbent will be required to perform other duties, as requested, directed, or assigned.