



## Foster Parents Job Description and Application

### Summary

The Shepherd's Home Parents are responsible for the overall care of the Shepherd's Home residents and for maintaining the day-to-day consistency of the family environment that is in accordance with the Shepherd's Home mission, vision and integrity. The Shepherd's Home Parents must meet all standards for foster homes, complete training and receive license from Idaho Department of Health and Welfare for Foster Parents (IDAPA 16.06.02, sections 400 through 499.)

### Primary Responsibilities

- Care and parenting of resident children and home, including, but not limited to supervision, preparation of meals, snacks, hygiene and care of children's personal effects.
- Care and maintenance of the home and environment including but not limited to general cleaning and minor repairs in accordance with all city, county, and state requirements and Shepherd's Home policies and procedures.
- Develop and implement residents' service plan goals and objectives to include independent living skills.
- Develop and monitor resident chore list.
- Assist residents with homework.
- Provide input and assist in the implementation of the activity and recreational program for residents.
- In coordination with Administrator interact with social workers, counselors, schools, tutors, and families on behalf of the residents.
- Maintain all required logs to include behavior resident intake, fire drill, menu planning, medications, etc...
- Transport residents to services on a regular and timely basis
- Maintain inventory of pantry and freezer supplies
- Follow all Shepherd's Home Policy and Procedures and all applicable Health and Welfare laws
- Discipline according to Policy and Procedure guidelines
- Meets weekly and works collaboratively with Administrator to plan for and support each resident's needs, assist with necessary paperwork and maintain accurate records.
- Dispense medications.
- Complete all Shepherd's Home trainings as required.
- Must be current on all training requirements for Foster Parent license in accordance with Idaho Code, IDAPA 16.06.02, sections 400 through 499. These include PRIDE training and annual CPR/First Aid.

### Qualifications

- Must currently hold Idaho Department of Health and Welfare Foster Parent license, or meet qualifications to obtain Idaho Department of Health and Welfare Foster Parent license.
- Experience with foster care or direct care in youth services, or youth ministry
- Must hold a valid driver's license with acceptable driving record.
- Meet all State requirements, i.e. a criminal background, as defined by the Idaho Department of Health and Welfare
- Must be physically fit to perform all duties and "must be in such physical and mental health as will not affect adversely either the health of the children or the quality and manner of their care."
- Tuberculosis screening test is required.
- CPR/ First Aid trained or must complete certification within 30 days of hire
- Must provide three satisfactory references



## Foster Parents Job Description and Application

### Shepherd's Home Foster Parents: Compensation Package

- Salary starts at \$28,000 per couple (Depends on experience and qualifications)
- Health Care Benefits provided
- Training required and paid
- Housing, utilities and meals, while in residence, are included
- Use of Shepherd's Home vehicle while in residence is included
- Two weeks off per year, as well as some weekends



## Foster Parents Job Description and Application

### Employment Application

This application will be given every consideration, but its receipt does not imply that the applicant will be employed. Each question should be answered in a complete and accurate manner. Each person must fill out the application separately.

Date: \_\_\_\_\_

#### PERSONAL INFORMATION

Name: \_\_\_\_\_ Home Phone: (\_\_\_\_) \_\_\_\_\_  
Last First Middle

Current Address: \_\_\_\_\_  
Address City State Zip

Are you a citizen of the United States:  Yes  No Social Security Number: \_\_\_\_\_

Driver's License : \_\_\_\_\_  
State Issued Number

I give my permission to use the above information for an initial background check. \_\_\_\_\_ Initials

Has your license ever been suspended or revoked?  Yes  No

If yes please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you been involved in a traffic accident or been ticketed for a moving violation in the past three years?   
Yes  No If yes please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you ever, either as an adult or a minor, been convicted of any crime, including DUI?  Yes  No  
If yes state the offense, location and disposition: \_\_\_\_\_  
\_\_\_\_\_

How soon would you be able to relocate if necessary? Date: \_\_\_\_\_

Have you ever worked as a foster parent? Yes  No



### Foster Parents Job Description and Application

Have you ever applied to work in any child care institution before? Yes  No

Have you ever applied to work in any child-care institution before?  Yes  No

Have you ever worked or been a volunteer in a child-care institution before?  Yes  No

If yes to any question above, state when and where you applied and worked: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

How did you learn about The Shepherd's Home? \_\_\_\_\_

\_\_\_\_\_

#### EDUCATION

| Name, address and location | Dates (from – to) | Graduate?  | Courses Studied |
|----------------------------|-------------------|--|-----------------|
| High School                |                   | <input type="checkbox"/> Yes <input type="checkbox"/> No | Diploma:        |
| College                    |                   | <input type="checkbox"/> Yes <input type="checkbox"/> No | Diploma:        |
| Trade School               |                   | <input type="checkbox"/> Yes <input type="checkbox"/> No | Diploma:        |

If you did not graduate, why did you leave high school or college? \_\_\_\_\_

\_\_\_\_\_

Are you planning to pursue further studies?  Yes  No If so, when, where and what courses? \_\_\_\_\_

\_\_\_\_\_

List any scholastic honors, offices held and activities involved in during high school and college (include an additional piece of paper if necessary): \_\_\_\_\_

\_\_\_\_\_



### Foster Parents Job Description and Application

List and describe any other school or specialized training: \_\_\_\_\_  
\_\_\_\_\_

#### **MILITARY**

Have you ever served in the military?  Yes  No

Service Branch: \_\_\_\_\_

Date Entered: \_\_\_\_\_

Date Separated: \_\_\_\_\_

Final Rank: \_\_\_\_\_

#### **CAPABILITY/RELIABILITY**

Have you filed any type of fraudulent claim against any of your present employers? :  Yes  No

If yes please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand that as a Shepherd's Home foster parent I must abide by the policies and procedures, safety rules, as well as Department of Health & Welfare rules and regulations? Yes  No Initial \_\_\_\_\_

Have you been disciplined for violating any policies, procedures, state regulations or safety rules? Yes  No

Have you had any history of drug abuse including alcohol or tobacco?  Yes  No

Are you willing to perform the full-time duties of Foster Parents which includes residing at the Shepherd's Home **full-time**, when not on vacation, respite or leave?  Yes  No



## Foster Parents Job Description and Application

Give three references, not relatives or former employers:

| Name | Email | Phone | Occupation |
|------|-------|-------|------------|
|      |       |       |            |
|      |       |       |            |
|      |       |       |            |

### **SPECIAL SKILLS**

What languages do you speak fluently: \_\_\_\_\_

Use the space below to describe why you are interested in working for the Shepherd's Home. List any skills and/or abilities which you feel particularly qualify you for a position with us. (If you need additional space, continue on a separate sheet.) \_\_\_\_\_

---

---

---

---

---

---

---

---



## Foster Parents Job Description and Application

### WORK HISTORY

List names of all past and present employers in consecutive order with present or last employer listed first. Account for all periods of time including military service and an periods of unemployment. If self-employed, give firm name and supply business references. Add pages if necessary. **DO NOT REFERENCE YOUR RESUMÉ.**

|  |                                    |                     |              |
|--|------------------------------------|---------------------|--------------|
| Name of Employer:<br><br><br><br><br>Address:<br><br><br><br>City, State, Zip: | Name and Title of Last Supervisor: | Date(s) Employed:   | Rate of Pay: |
| Phone<br>(   )   | Nature of Business:                | Reason for Leaving: |              |

Duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



### Foster Parents Job Description and Application

|  |                                    |                     |              |
|--|------------------------------------|---------------------|--------------|
| Name of Employer:<br><br><br>Address:<br><br><br>City, State, Zip: | Name and Title of Last Supervisor: | Date(s) Employed:   | Rate of Pay: |
| Phone<br>(   )   | Nature of Business:                | Reason for Leaving: |              |

Duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

|  |                                    |                     |              |
|--|------------------------------------|---------------------|--------------|
| Name of Employer:<br><br><br>Address:<br><br><br>City, State, Zip: | Name and Title of Last Supervisor: | Date(s) Employed:   | Rate of Pay: |
| Phone:<br>(   )  | Nature of Business:                | Reason for Leaving: |              |



**Foster Parents Job Description and Application**

Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SUPPLEMENTAL EMPLOYMENT INFORMATION**

If you worked in any of your previous positions under another name, please give that name(s):

\_\_\_\_\_

Are you presently employed?  Yes  No

Have you ever been fired or asked to resign from a job?  Yes  No

If yes please explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**HEALTH DISCLAIMERS**

I am physically and mentally fit to perform the duties required of me. I understand that I will be required to undergo both a written and a clinical psychological evaluation upon employment.

(Upon employment, a letter from your physician will be required):

Signature: \_\_\_\_\_

**AFFIDAVIT**

I certify that my answers to the foregoing questions are true and correct without any consequential omissions of any kind whatsoever.

I hereby authorize the Shepherd’s Home to contact any company or individual it deems appropriate to investigate my employment history, character and qualifications and I give my full and complete consent to their revealing any and all information they wish as a result of this investigation. In addition, I hereby waive my right to bring any cause of action against these individuals for defamation, invasion or privacy or any other reason because of their statements.

I agree that, if I am hired, I will abide by all the rules and regulations of the Shepherd’s Home. I understand that the taking of drug and alcohol tests, when given pursuant to the Shepherd’s Home policy, are a condition of continued work and refusal to take such tests when asked will be grounds for my immediate termination.

Continued...



## Foster Parents Job Description and Application

I agree, if I am offered the position at the Shepherd's Home, I will be required to complete a background check, which includes an NCI National Fugitive search, FBI search and State Child Abuse Registration search.

Due to privacy laws, the results of the background check are sent to the individual. The Shepherd's Home will be notified that either this person has been cleared or that there is a problem. No details will be given to the Shepherd's Home directly.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Send completed application and three letters of recommendation to address below.

**Applications received without three letters of recommendation included WILL NOT be considered.**

Shepherd's Home  
P.O. Box 2011  
McCall, ID 83638  
or

Email PDF to: [shepherdshome@frontiernet.net](mailto:shepherdshome@frontiernet.net)

For questions and inquiries: 208-634-1152