



Shepherd's Home House Parents: Job Description

Summary

The House 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 House Parents are required to live in the Shepherd's Home residence.

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.
- Provide input to develop and implement resident's 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
- Case management: In coordination with Administrator interact with social workers counselors, schools, tutors, and families on behalf of residents.
- Transport residents to services on a regular and timely basis
- Maintain inventory of pantry and freezer supplies
- Maintain all required logs to include behavior resident's intake, fire drill, menu planning, medications, etc.
- Follow all Shepherd's Home Policy and Procedures and 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.

Qualifications

- Bachelor's degree in behavioral science, including social work, sociology, psychology, criminal justice, counseling, or a related field, whose duties may include assessment, service planning, supervision and support.
- Experience with foster care or direct care in youth services preferred.
- Must hold a valid driver's license with acceptable driving record.
- Must hold or be willing to complete CDL certification.
- Meet all State requirements, i.e. a criminal background, as defined by the Idaho Department of Health and Welfare
- Must provide three satisfactory references
- 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."
- A Tuberculosis screening test is required.
- CPR/ First Aid trained or must complete certification within 60 days of being awarded the position.
- Must provide three letters of recommendation.



Shepherd's Home House Parents: Compensation Package

- Base rate of \$40,000 per couple
- Health Care Benefits provided
- Training expected and paid
- Housing, utilities and meals, while in residence, are included
- Use of Shepherd's Home vehicle while in residence is included



Shepherd's Home, Inc.
P.O. Box 2011, McCall, Idaho 83638
208-634-1409

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.

If applying as a married couple, each person must fill out the application separately. One of the applicants must meet the qualifications in the *Job Description: Bachelor's degree in behavioral science, including social work, sociology, psychology, criminal justice, counseling, or a related field, whose duties may include assessment, service planning, supervision and support.*

Date: _____

PERSONAL

Name: _____ Home Phone: (____) _____
Last First Middle

Present Address: _____
No. Street City State Zip

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

Drivers' License: : _____
State Issued Number

I give my permission to use the above information for an initial background check. _____
Initial

Has your license ever been suspended or revoked?: Yes No

If yes please explain: _____

Have you ever 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: _____

Would you be willing and able to relocate?: Yes No

Have you ever worked as a foster parent?: Yes No

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: _____

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: _____

Will you abide by the policies and procedures, safety rules, as well as Department of Health & Welfare rules and regulations? : Yes No

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 House Parent(s) which includes residing at the Shepherd's Home full-time, when not on vacation, respite or leave? Yes No

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 abilities which you feel particularly qualify you for a position with us. If you need additional space, please continue on a separate sheet. _____

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

Duties: _____

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

Duties: _____

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

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.

(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 of 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.

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:

Shepherd’s Home, P.O. Box 2011, McCall, ID 83638, or email: shepherdshome@frontiernet.net

For questions and inquiries: 208-634-1152