

JOB DESCRIPTION

Job Title: Substitute House Parent - Non-Current Staff

Reports To: Residential Director

Date:

JOB OVERVIEW

The primary function of the Substitute House Parent is to support the residential staff team in providing a loving and safe family environment for the residents at Cornerstone Ranch, helping each resident lead the abundant life they were created for through quality programming, healthy living, and spiritual growth.

WORK EXPECTATIONS

- Hourly Contract as needed.
- \$15/hr during awake hours (7am-10pm), \$7.50/hr during sleeping hours (10pm-7am).
- Work hours are as needed to cover sick time, vacation, sabbaticals, etc. of residential staff and may include weekday, weekend, holiday, and overnight shifts. Additional hours for staff meetings, staff training, and events.
- Shift hours may vary based on residential staff needs.
- Follow Cornerstone's COVID Infection Control Plan
- Attend staff meetings as needed
- Upon hiring, complete 4 hours of orientation, 16 hours of on-the-job training
- Complete 6 hours of annual training
- Maintain resident confidentiality and privacy
- Complete required annual training.
- Able to maintain accurate records including residential progress notes, MARs, I&A reports, receipts related to residential expenses, and more.
- Consistently displays the personal qualities of integrity and credibility with a commitment to and passion for the Cornerstone mission.
- Represent Cornerstone Ranch in a professional and dignified manner at all times.

RESPONSIBILITIES

Resident Supervision & Care

- Assist with leading a healthy, loving, family, environment.
- Implementing Christian faith into everyday activities with residents.
- Life skills coaching.
- Following policies and procedures for medicine administration.
- Periodically lead fire drills and other emergency evacuation procedures.
- Leading on-site activities and programming for residents.
- Leading residents in community activities and events.

- Helping residents work towards each person's goals.
- Behavior management.
- Daily assistance with resident hygiene.
- Address non-emergency medical needs within scope of training.
- Leading residents in maintaining a healthy lifestyle through exercise and nutritious eating habits.

Household Management:

- Meal preparation and cleanup.
- Maintaining cleanliness of the house.
- Creating a welcoming environment for residents, volunteers, and visitors.
- Communicate household needs with the residential team.

Administrative

- Maintain required program documentation.
- Assist in keeping the house compliant to state licensing standards.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

- **Adaptability** - Adapts to changes in the work environment in a positive manner. Changes approach or method to best fit the situation. Manages competing demands. Accepts criticism and feedback. Applies feedback to improve performance.
- **Attendance and Punctuality** - Begins working on time. Arrives at meetings and appointments on time. Ensures work responsibilities are covered when absent. Keeps absences within guidelines. Schedules time off in advance.
- **Communications** - Exhibits good listening and comprehension. Expresses ideas and thoughts in written form. Expresses ideas and thoughts verbally. Keeps others adequately informed. Selects and uses appropriate communication methods.
- **Dependability** - Commits to doing the best job possible. Follows instructions, responds to supervisor's direction. Keeps commitments. Meets attendance and punctuality guidelines. Responds to requests for service and assistance in a positive manner. Takes responsibility for own actions. Uses time efficiently and works in an organized manner.
- **Integrity** - Upholds organizational mission, values and goals. Inspires the trust of others. Keeps commitments. Treats people with respect. Works ethically and with integrity. Acts in accordance with vision.
- **Safety and Security** - Observes safety and security procedures. Recognizes and responds in a proactive manner to potentially unsafe conditions. Uses equipment and materials properly. Determines and applies appropriate action beyond guidelines.

QUALIFICATIONS

Education and Experience:

- Must be at least 21 years old and be a high school graduate and have a minimum of 1 year related experience, or equivalent combination of education and experience.

Language Skills:

- Ability to read and write routine reports and correspondence. Ability to speak effectively before groups of visitors, volunteers and families.

Reasoning Ability:

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Other Knowledge, Skills or Ability:

- Demonstrate care, compassion, and patience when working with adults with special needs. Have experience (volunteer or paid) working with adults who have intellectual or developmental disabilities. Microsoft software skills.

PHYSICAL DEMANDS

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The employee must frequently lift and/or move up to 25 pounds. While performing the duties of this Job, the employee is regularly required to sit; reach with hands and arms and talk or hear. The employee is frequently required to stand and walk. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl.
- This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbent will follow any other instructions, and perform any other related duties, as may be required of the supervisor.

ACKNOWLEDGED: Employee

Printed Name

Date

Competencies & Skills for Direct Care Staff

Adaptability	Adapts to changes in the work environment in a positive manner. Changes approach or method to best fit the situation. Manages competing demands. Accepts criticism and feedback. Applies feedback to improve performance.
Attendance and Punctuality	Begins working on time. Arrives at meetings and appointments on time. Ensures work responsibilities are covered when absent. Keeps absences within guidelines. Schedules time off in advance.
Communications	Exhibits good listening and comprehension. Expresses ideas and thoughts in written form. Expresses ideas and thoughts verbally. Keeps others adequately informed. Selects and uses appropriate communication methods.
Cooperation	Displays positive outlook and pleasant manner. Establishes and maintains effective relations with participants, families, staff and visitors. Exhibits tact and consideration. Offers assistance and support to co-workers and volunteers. Works actively to resolve conflicts. Works cooperatively in group situations.
Dependability	Commits to doing the best job possible. Follows instructions, responds to supervisor's direction. Keeps commitments. Meets attendance and punctuality guidelines. Responds to requests for service and assistance in a positive manner. Takes responsibility for own actions. Uses time efficiently and works in an organized manner.
Initiative	Measures self against standard of excellence. Sets and achieves challenging goals. Seeks increased responsibilities. Creates and implements new activities, programs and or procedures. Undertakes self-development activities. Volunteers readily.
Integrity	Upholds organizational mission, values and goals. Inspires the trust of others. Keeps commitments. Treats people with respect. Works ethically and with integrity. Acts in accordance with vision.
Job Knowledge	Competent in required job skills and knowledge. Displays understanding of how job duties relates to overall success of the program. Exhibits ability to learn and apply new skills. Requires minimal supervision. Uses resources effectively. Demonstrates accuracy and thoroughness. Displays commitment to excellence. Looks for ways to improve and promote quality. Monitors own work to ensure quality.
Judgment and Leadership	Motivates others to perform well. Inspires respect and trust. Exhibits sound and accurate judgment. Reacts well under pressure. Displays willingness to make decisions that promote the vision, mission and values of CR. Supports and explains reasoning for decisions. Displays passion and optimism.
Organizational Support	Benefits organization through outside activities. Completes administrative tasks correctly and on time. Follows policies and procedures. Supports organization's goals and values.
Problem Solving	Identifies problems or potential problems. Gathers and analyzes information skillfully. Resolves problems in early stages. Develops innovative approach to problems and ideas. Generates suggestions for improving work. Meets challenges with resourcefulness. Works well in group problem solving situations. Develops alternative solutions.

Professional Learning	Assesses own strengths and weaknesses. Is proactive in pursuing training and development opportunities that will result in an increase in the performance of duties. Seeks feedback to improve performance. Strives to continuously build knowledge and skills. Shares expertise with others.
Quality	Applies feedback to improve performance. Demonstrates accuracy and thoroughness. Displays commitment to excellence. Looks for ways to improve and promote quality. Monitors own work to ensure quality.
Safety and Security	Observes safety and security procedures. Recognizes and responds in a proactive manner to potentially unsafe conditions. Uses equipment and materials properly. Determines and applies appropriate action beyond guidelines.
Servant Leadership	Sets an example to others in words and actions. Contributes to building a positive and encouraging work environment. Displays passion and optimism. Leads by example and motivates others to perform well. Inspires respect and trust by serving and encouraging others.
Stewardship	Conserves organizational resources. Develops and implements cost saving measures. Understands and works within approved budget.
Teamwork	Balances team and individual responsibilities. Contributes to building a positive team spirit. Exhibits objectivity and openness to others' views. Gives and welcomes feedback. Puts success of organization / team above own interests.