

Florida Baptist **Children's Homes**

House Parent Ministry Model

March 2008

Florida Baptist Children's Homes House Parent Ministry Model

The mission of Florida Baptist Children's Homes is to provide Christ-centered services to children and families in need. To enable us to accomplish this mission in our residential care programs, and to provide the highest quality and consistent care for children, Florida Baptist Children's Homes utilizes a house parent model. This model is comprised of one house parent couple assigned to each residence, and an additional house parent couple who have greater experience/knowledge in order to provide mentoring, training and support for the less-experienced HP couple. This system is built upon five levels of the Child Care Worker Career Ladder System. House parents work 16 consecutive days and have 7 days off. This schedule provides more consistency for the children in care, and allows for all staff to be present for training, staff meetings and team meetings. The schedule also enables house parents to consistently attend the same church as the children.

One couple is assigned to each residence as the **Primary House Parents**. They are responsible for providing the day-to-day care, guidance and training of the children assigned to the residence. The Primary house parents are also responsible for the overall management of the residence. These house parents typically will be on levels 1, 2 or 3 of the Child Care Worker Career Ladder System.

The Primary House Parents mentoring, training and relief for days off is provided by our most experienced and knowledgeable house parents. This role is divided into two levels: Division Lead House Parents and State Lead House Parents. **The Division Lead House Parents** provide mentoring, training and relief for Primary house parents within their assigned division. These Lead House Parents not only assume responsibility for the day-to-day care of the children while the Primary House Parents are off duty, they also serve as mentors for a minimum of two Primary House Parent couples. This mentoring provides friendship, consultation, training and support. Because of the requirements for experience and knowledge, as well as an excellent level of performance, the Divisional Lead House Parents are typically on levels 3 and 4 of the Child Care Worker Career Ladder System.

There are two couples assigned as **Statewide Lead House Parents**. These couples have the basic responsibility of filling in wherever they are needed throughout the state. They may fill-in for vacant positions, PDOs, illness and/or training. They are also available to provide mentoring and training for the house parents as well. These two couples are some of our most experienced and knowledgeable house parents. They also have a proven track record of ministry and service

to children. These two couples are on level 4 and 5 of the Child Care Worker Career Ladder System, and are supervised from the state office.

To enable Florida Baptist Children's Homes to have trained house parent couples ready to be assigned as Primary House Parents whenever there is a vacancy; there are two **House Parent Couples in Training**. These two couples will either be in training and orientation or, if they have completed all orientation and training, they can be available to fill in wherever needed. Either couple can be assigned as Primary House Parents wherever they are needed within the state. These house parents in training typically are on levels 1 or 2 of the Child Care Worker Career Ladder System.

The Childcare Worker Child Care Worker Career Ladder System allows child care workers and house parents to advance as they gain knowledge, experience and/or education. To advance a level requires additional education or years of experience, training and exceeding the performance standards of their current level. As staff advance in the system there is a greater requirement to provide mentoring and training for other staff, as well as additional financial compensation. The chart below shows levels, education, experience and salary increases of the Child Care Worker Career Ladder System. Following the chart for the Child Care Worker Career Ladder System is the position descriptions for all house parent roles.

Child Care Worker Career Ladder System

Level	Education	CCW Experience	Salary
CCW I	High School/GED	0	Base
CCW II	High School/GED	2 years	10% increase over current
	Associate	1 year	
	Bachelor	0	
CCW III *	High School/GED	3 years	10% increase over current
	Associate	2 years	
	Bachelor	1 year	
	Masters	0 years	
CCW IV *	High School/GED	5 years	10% increase over current
	Associate	3 years	
	Bachelor	2 years	
	Masters	1 year	
CCW V *	High School/GED	7 years	10% increase over current
	Associate	5 years	
	Bachelors	3 years	
	Masters	2 years	

- * Normally, applicants would not be hired at these levels. However, exceptions could be made for applicants with child care experience or previous employment with Florida Baptist Children's Homes.
- Duties of each level are set by position description.
- To move to a higher level, the worker must excel at standards of current position description. Performance must be documented in monthly supervisions and annual performance evaluation. The worker must also be willing to assume the responsibility of the next level.
- The number of CCWs on each level is determined by the need of each division. For instance, CCW IV and V levels are limited due to the number of Divisional and State Lead positions.
- These levels are also used by programs that use shift/prn positions.

FLORIDA BAPTIST CHILDREN'S HOMES

POSITION DESCRIPTION
FOR
HOUSE PARENT IN TRAINING

Position Assignment

Level: Child Care Worker 1 2 3 (circle one)
Organizational Unit: State
Recruited by: Director of Human Resources
Approved by: Director of Quality Improvement/ Administrator/
Vice President of Programs

Working Relationships:

Reports to: Director of Quality Improvement
Participates on Staff Team: Works closely with all staff in keeping with a team approach to meeting the needs of residents.

Basic Functions:

To gain training and knowledge of FBCH and the Residential Program and to provide relief to Primary House Parents, while keeping with the Program Policies & Procedures Manual specifically related to his/her assignment, any handbooks provided, and in compliance with the Personnel Policies and Procedures Manual provided to all Florida Baptist Children's Homes employees.

Basic Responsibilities:

1. To complete all agency-required orientation and training.
2. To complete all agency-required shift shadowing.
3. To provide consistency to the overall residence structure and routine.
4. To provide relief to Primary House Parents for their days off wherever needed within the Division.
5. To encourage spiritual growth and awareness through daily devotions (group & personal), prayer at meals and regular church attendance.
6. To build positive relationships, serve as a positive role model, and teach appropriate social skills.
7. To assure the residents educational needs are being met through completion of homework,

- adequate school supplies, and school contact.
8. To plan, supervise and participate with residents in daily activities, including chores, study time and recreation.
 9. To properly utilize the agency-approved Behavioral Management System.
 10. To adhere to all agency policies and procedures, campus and residence guidelines.
 11. To complete all required documentation within the prescribed time frame.
 12. To keep supervisor informed, as soon as possible, in the event of emergencies or unusual developments.
 13. To complete outside cottage duties assigned by the Director.
 14. To perform such other duties as may be assigned by supervisor.

I have read and understood the position description for Primary House Parent, and I agree with it.

Employee Signature

Date

Witness Signature

Date

FLORIDA BAPTIST CHILDREN'S HOMES

POSITION DESCRIPTION
FOR
PRIMARY HOUSE PARENT

Position Assignment

Level: Child Care Worker 1 2 3 (circle one)
Organizational Unit: Division
Recruited by: Director of Human Relations
Approved by: Director of Quality Improvement/ Administrator/
Vice President of Programs

Working Relationships:

Reports to: Director
Participates on Staff Team: Works closely with all staff in keeping with a team approach to meeting the needs of residents.

Basic Functions:

Responsible for the overall management of the residence which includes day-to-day care, guidance, and training of the residents assigned to his/her residence, all in keeping with the Program Policies & Procedures Manual specifically related to his/her assignment, any handbooks provided, and in compliance with the Personnel Policies and Procedures Manual provided all Florida Baptist Children's Homes employees.

Basic Responsibilities:

1. To encourage spiritual growth and awareness through daily devotions (group & personal), prayer at meals and regular church attendance.
2. To build positive relationships, serve as a positive role model, and teach appropriate social skills.
3. To ensure the proper appearance of the residence both inside and out.
4. To provide adequate clothing for residents through proper purchases and inventory.
5. To prepare menus, purchase groceries, and prepare meals within prescribed budget.
6. To assure the residents educational needs are being met through completion of homework, adequate school supplies, and school contact.
7. To plan, supervise and participate with residents in daily activities, including chores, study

- time and recreation.
8. To operate within the prescribed budget.
 9. To properly utilize the agency-approved Behavioral Management System.
 10. To adhere to all agency policies and procedures, campus and residence guidelines.
 11. To complete all required documentation within the prescribed time frame.
 12. To keep supervisor informed, as soon as possible, in the event of emergencies or unusual developments.
 13. To complete outside cottage duties assigned by the Director.
 14. To perform such other duties as may be assigned by supervisor.

I have read and understood the position description for Primary House Parent, and I agree with it.

Employee Signature

Date

Witness Signature

Date

POSITION DESCRIPTION
FOR
DIVISIONAL LEAD HOUSE PARENT

Position Assignment

Level: Child Care Worker 3 4 (circle one)
Organizational Unit: Division
Recruited by: Director of Human Resources
Approved by: Director of Quality Improvement/ Administrator/
Vice President of Programs

Working Relationships:

Reports to: Director
Participates on Staff Team: Works closely with all staff in keeping with a team approach to meeting the needs of residents.

Basic Functions:

To provide support, mentoring, and relief to Primary House Parents within the Division, while keeping with the Program Policies & Procedures Manual specifically related to his/her assignment, any handbooks provided, and in compliance with the Personnel Policies and Procedures Manual provided all Florida Baptist Children's Homes employees.

Basic Responsibilities:

1. To provide mentorship, guidance and training to Primary House Parents.
2. To provide consistency to the overall residence structure and routine as established by the Primary House Parents .
3. To provide relief to Primary House Parents for their days off wherever needed within the Division.
4. To encourage spiritual growth and awareness through daily devotions (group & personal), prayer at meals and regular church attendance and involvement.
5. To build positive relationships, serve as a positive role model, and teach appropriate social skills.
6. To assure the residents educational needs are being met through completion of homework, adequate school supplies, and school contact.
7. To plan, supervise and participate with residents in daily activities, including chores, study time and recreation.
8. To properly utilize the agency-approved Behavioral Management System.
9. To adhere to all agency policies and procedures, campus and residence guidelines.
10. To complete all required documentation within the prescribed time frame.

11. To keep supervisor informed, as soon as possible, in the event of emergencies or unusual developments.
12. To complete outside cottage duties assigned by the Director.
13. To perform such other duties as may be assigned by supervisor.

I have read and understood the position description for Primary House Parent, and I agree with it.

Employee Signature

Date

Witness Signature

Date

FLORIDA BAPTIST CHILDREN'S HOMES

POSITION DESCRIPTION

FOR
STATEWIDE LEAD HOUSE PARENT

Position Assignment

Level: Child Care Worker 4 5 (circle one)
Organizational Unit: State
Recruited by: Director of Human Resources
Approved by: Director of Quality Improvement/ Vice President
of Programs

Working Relationships:

Reports to: Director of Quality Improvement/Local
Administrator
Participates on Staff Team: Works closely with all staff in keeping with a team
approach to meeting the needs of residents.

Basic Functions:

To provide support, mentoring, and relief to Primary House Parents within the state, while keeping with the Program Policies & Procedures Manual specifically related to his/her assignment, any handbooks provided, and in compliance with the Personnel Policies and Procedures Manual provided all Florida Baptist Children's Homes employees.

Basic Responsibilities:

1. To provide mentorship, guidance and training to House Parents.
2. To provide consistency to the overall residence structure and routine.
3. To provide relief to Primary House Parents for their days off wherever needed within the state.
4. To encourage spiritual growth and awareness through daily devotions (group & personal), prayer at meals and regular church attendance.
5. To build positive relationships, serve as a positive role model, and teach appropriate social skills.
6. To assure the residents educational needs are being met through completion of homework, adequate school supplies, and school contact.
7. To plan, supervise and participate with residents in daily activities, including chores, study time and recreation.
8. To properly utilize the agency-approved Behavioral Management System.
9. To adhere to all agency policies and procedures, campus and residence guidelines.
10. To complete all required documentation within the prescribed time frame.
11. To keep supervisor informed, as soon as possible, in the event of emergencies or unusual developments.

12. To perform such other duties as may be assigned by supervisor.

I have read and understood the position description for Primary House Parent, and I agree with it.

Employee Signature

Date

Witness Signature

Date