

HOUSEPARENT**Nature of Work**

Under general supervision, performs work at the full-performance level in overseeing the daily activities in a dormitory or other living facility. Makes room assignments, provides basic counseling services, and assists clients or students in adjusting to dormitory life in general. Day and evening shift work involved. Performs related work as required.

Examples of Work

- Assigns rooms, issues keys and linens to clients and students.
- Conducts room checks during the night to make sure everyone is accounted for and sleeping well, and during the day to inspect cleanliness or orderliness of rooms.
- Instructs students or clients as to the dormitory schedule and available facilities such as laundry, kitchen, housekeeping equipment, etc.
- Keeps records on the status of clients or students, routine expenses, medical problems and other pertinent information.
- Consults with and reports any behavior or learning problems to a counselor or teacher.
- Administers medications as prescribed, takes temperatures and escorts students to the infirmary when necessary.
- Assists students or clients in learning daily living skills.
- Inspects living quarters for any safety or fire hazards and reports any necessary repairs to the maintenance staff or immediate supervisor.
- Functions as a counselor when needed, by listening to clients' or students' problems and concerns.

Knowledge, Skills and Abilities

- Knowledge of behavior patterns and problems characteristic of young people.
- Knowledge of health and safety precautions in group environments.
- Knowledge of dormitory schedules and reporting procedures.
- Ability to listen to and hold the confidences of children and young adults.
- Ability to understand and carry out oral and written instructions.
- Ability to interact with students or clients in order to provide a pleasant home-like atmosphere.

Minimum Qualifications.

- TRAINING Graduation from a standard high school or equivalent.
- SUBSTITUTION Experience in a related field may be substituted for the required high school education.

9669

HOUSEPARENT (CONT'D)

Minimum Qualifications (cont'd)

SPECIAL REQUIREMENT Schools for the Deaf and Blind -
houseparents for visually impaired students must become
proficient in Braille within three years. Houseparents for
hearing impaired students must become proficient in total
communication within three years.

Established: 7/16/92

Effective: 8/16/92