

## **JOB DESCRIPTION: COTTAGE PARENT**

Cottage Parents must be a married couple, at least 21 years of age and possess a high school diploma or GED. They must be in good physical health and of good moral character as evidenced by written references which will be verified along with a criminal background check. They must also have a good driving record and be able to drive the Children's Village vehicles and be insurable on the Children's Village Auto Insurance Policy.

They must be capable of protecting the children's health, safety and well being. This includes controlling their emotions and behaviors when dealing with children who become defiant.

Cottage Parents will have co-supervision of the Children's Village cottage and perform responsibilities, quality child guidance and parental care for children in placement, adhering to all Children's Village policies, guidelines and procedures as well as those specific to group residential facilities covered in the Minimum Standards, including but not limited to: staff/child ratio coverage, discipline, medications, response to critical situations, etc. These duties are performed independently but under the general supervision of and in consultation with the Campus Director or Executive Director.

- A. The primary focus of the Cottage Parents is to model and provide a quality home-like environment with a warm, loving, nurturing and secure atmosphere characterized by:
  - 1. Mutual respect
  - 2. Feeling of trust
  - 3. Encouragement
  - 4. Positive affirmation to raise individual self esteem
  - 5. Open communication and understanding
  - 6. Consistency
  - 7. Pre-approved individualized discipline based on the children's best interest and his or her Plan of Service.
  - 8. Freedom from emotional, physical and sexual abuse.
  - 9. Basic understanding of the children's development
  - 10. Flexible structures and routines
  
- B. Responsible for the children's physical and personal health, safety and well being:
  - 1. Plan, supervise and prepare daily servings of healthy, nutritious meals and snacks and document what was served on weekly menu form.
  - 2. Supervise day to day living habits and routines.
  - 3. Record Daily Performance through documentation in children's daily logs as needed and reward children accordingly.
  - 4. Teach the children appropriate dress and help them keep clothing clean and in good condition.

5. Inventory and supervise children in purchasing their clothing and other personal items.
6. Schedule and transport children to medical, dental and counseling appointments as needed.
7. Provide immediate first aid in emergency situations when a child is hurt or ill.
8. Supervise each child with their personal hygiene, laundering bed linens, eating manners, etc.
9. Record medications given as directed by the doctor, noting any medication errors or adverse side effects with a follow up call to the doctor or signed Medication Error Report by the doctor.

C. Promote the children's emotional, intellectual, social and spiritual growth:

1. Supervise and provide structured daily study time during the school year; and as needed in the summer.
2. Transport children to and from school and work closely with the children's school teachers to provide them a proper education to meet their individualized educational needs.
3. Promote moral growth and character development in each child.
4. Attend Sunday school and Church Worship as a family and facilitate arrangements for those attending other churches to have transportation and supervision.
5. Supervise and provide positive leisure recreational time to meet their individual needs.
6. Plan and supervise off campus outings and activities, including transportation to and from.
7. Promote and facilitate children's involvement in school, extracurricular activities and in the Tyler community at large.

D. Assign and assist with house keeping duties and duties:

1. Assign, assist and supervise housekeeping chores, responsibilities and campus care tasks that are age appropriate for children to help them learn good work ethics.
2. Become knowledgeable with Health and Fire Standards so that the cottage can exceed standard requirements and always be maintained in a safe and healthy condition and environment.

E. Maintain cottage inventories, food, records and reports:

1. Organize and set up a daily and weekly structure routine to meet the needs of the children in care and the cottage running efficiently.
2. Plan and purchase the cottage supplies and food.
3. Set a weekly cottage budget, write checks, document expenditures, balance checkbook and monthly bank statements.
4. Record Significant Events daily and Incident Reports as needed.
5. Communicate needed repairs to Campus Director and help coordinate their completion.

- F. Attend regular staff meetings weekly or when scheduled.
- G. Attend regular training events to learn new skills and increase professional knowledge and competence as required by Minimum Standards and Contract requirements.
- H. Participate in meetings related to children in our care such as Plan of Service Meetings, Permanency Planning Meetings, etc. that are coordinated by CPS.
- I. Other duties as may be necessary to provide for the health, safety and well-being of the children in care and the efficient running of the cottage.
- J. Days Off: Cottage Parents are eligible for two days off a week. They are responsible for scheduling their assistant to provide those days off.