

Service Description for Houseparent

(Last updated July 25, 2006)

Minimum Time Commitment: 2 years **Start date:** Ongoing
Period: For 2 or more years

Main Responsibilities: Houseparents are responsible for the overall smooth functioning of a household of up to 4 people with developmental disabilities (referred to as Villagers) and 1 or 2 additional co-workers. Houseparents are also regular shift workers in a workshop or in their home. Houseparents help facilitate the overall functioning of the community through participation in committees and decision-making. Houseparents help plan and execute various community festivals and gatherings.

Main Duties: House: create a warm and healthy home environment; coordinate health care, social activities, and day to day care for the villagers in your home; maintain contact with villagers' family and social workers; manage a monthly budget, purchase food and supplies for the house; coordinate plan for meals, laundry, housecleaning, grocery shopping; maintain appropriate record keeping; train and supervise co-workers who live in your home.

Required Skills And Knowledge: Positive attitude about working with people with developmental disabilities and living in community. Previous work with a vulnerable population preferred, but not mandatory. Ability to manage a group of workers in a workshop activity or in your home. Good communication and leadership skills. Flexibility, a sense of humor, and a calm response to the unexpected favored. Willingness to commit for at least two years.

Training provided: All new volunteers participate in a year-long orientation course that meets every other week. Included in the orientation are state-mandated training sessions on working with vulnerable adults. In addition, a mentor will be provided. Numerous additional training opportunities are available through our local Social Service Agencies.

Basic Living Needs: All general living needs are met: food, housing, toiletries, and reasonable amounts of long distance. Health insurance is provided for those who are here for more than six months. After one year, you are entitled to a vacation and monies are provided for that. School fees and supplies for minor children are paid. Extra expenses are negotiated as needed.