

Secondary House Parent Job Description

Responsible to: Director of Programs

Areas of Responsibility: Intake, Resident Care, Community, Household Operations, Records

Assist with Intake of Residents (as able)

- Participate when possible in the intake process: build rapport, be present for interviews, and educate prospective residents about house rules
- Assist with finalizing resident contracts
- Assist with helping a new resident move as needed

Support the Growth and Development of Residents

- Provide mentorship, support, and discipleship to the youth who reside in The Home, and additionally to those who connect to The Home as time allows (past residents, frequent house guests, etc.)
- Participate in monthly care plan meetings with each resident
- Partner as time allows with Inner Hope personnel, and professionals in the community, to facilitate resident care plans
- Take initiative in developing supportive relationships with residents' biological families, build rapport, and incorporate into The Home as opportunity allows
- Seek opportunities to incorporate skill-building activities into routines and quality time at The Home
- Assist in offering discipleship opportunities for residents who express an interest in faith
- Provide crisis intervention when necessary, in collaboration with Primary House Parent

Facilitate Community

- Create community and a supportive home environment
 - i. Be an actively engaged, present role model
 - ii. Maintain The Home as a safe place for all youth, guests, and staff
 - iii. Assist Primary House Parent with ensuring appropriate supervision when not at The Home
- Co-lead house meetings
- Attend monthly house activities/events
- Participate in celebrations for residents (birthdays, holidays, graduations, etc.)
- Co-host a monthly drop-in dinner to connect with past residents and the broader Inner Hope community

Support Household Operations

- Involve youth in household chores and community living
- Collaborate with Primary House Parent in maintenance tasks and daily/weekly household routines as needed

Assist with Record-Keeping

- Assist with upkeep of the Inner Hope logbook (guests, meals served, etc.) as needed
- Complete incident reports when necessary, complying with Health & Safety policies

Partner with IHYM Personnel

- Attend team meetings as able
- Attend bi-weekly meetings with supervisor
- Maintain alignment of case management practices with those of other frontline staff
- Participate in professional development and other opportunities for staff to receive support
- Oversee volunteer projects in The Home when applicable
- Be an ambassador for IHYM:
 - i. Be aware of community agencies/resources, using opportunities to network as time allows
 - ii. Help expand IHYM's donor/volunteer network, as time allows
 - iii. Assist as able with major fundraising initiatives
- Encourage residents to take advantage of volunteer opportunities at Inner Hope

All other duties as assigned by supervisor