

## Primary House Parent Job Description

**Responsible to:** Director of Programs

**Areas of Responsibility:** Intake, Resident Care, Community, Household Operations, Records, Budgeting, Coordination of Respite/Volunteer Support

### Oversee Intake of Residents

- Build networks with community agencies/resources
- Follow up on referrals from the Inner Hope community and community-at-large
- Lead intake process including: build rapport and support prospective residents through intake process, conduct an interview, review house guidelines, and develop/sign a resident contract
- Provide assistance as able to unsuccessful applicants needing alternate housing options
- Secure a criminal record check for residents 19 and older if needed
- Assist in securing government funding for rent when needed
- Prepare bedroom, welcome package and assist new resident with moving if needed

### Oversee 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.)
- Develop care plans and facilitate monthly care plan meeting with each resident
- Partner 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
- Coordinate crisis intervention when necessary, in collaboration with the Director of Programs and/or other frontline staff

### 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. Ensure appropriate supervision when not at The Home
- Plan and co-lead house meetings
- Plan and facilitate monthly house activities/events
- Host celebrations for residents (birthdays, holidays, graduations, etc.)
- Host a monthly drop-in dinner to connect with past residents and the broader Inner Hope community

- Provide discipleship opportunities for residents who express interest in faith

### **Manage Household Operations**

- Involve youth in household chores and community living
- Ensure house is stocked with necessary supplies (i.e. grocery shopping)
- Manage daily/weekly routines including meal plans, cleaning, cooking, etc.
- Collaborate with Secondary House Parent in household maintenance tasks
- Oversee room allocation and set-up/clean-up for residents and guests

### **Manage Record-Keeping**

- Keep cover sheets up to date for each resident (emergency contact information, BC health care number, etc.)
- Oversee upkeep of the Inner Hope logbook (guests, meals served, etc.), delegating tasks to other housing staff as needed
- Complete monthly report and submit to Director of Programs
- Ensure incident reports are completed in compliance with Health & Safety policies

### **Manage “The Home” Budget**

- Track spending monthly and report to Director of Programs
- Complete monthly visa and expense reimbursements

### **Coordinate Respite/Volunteer Assistance**

- Meet weekly with Housing Support Worker
- Coordinate scheduling and invoicing for respite personnel
- Oversee volunteer projects in The Home when applicable

### **Partner with IHYM staff**

- Attend meetings with supervisor and frontline team as scheduled
- Collaborate with frontline team to serve residents effectively and in unity
- Participate in collaborative frontline initiatives as needed (e.g. policy development, program evaluation, volunteer training)
- Participate in professional development and other opportunities for staff to receive support
- 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
- Assist in connecting residents with volunteer opportunities at Inner Hope, including the Community Advisory Committee

### **All other duties as assigned by supervisor**