

JOB ANNOUNCEMENT

HOUSE PARENT

GENERAL RESPONSIBILITY

Ensures the safety and security of resident children under the Family Home Program, monitors children's activities and behavior, and promptly reports any threatening behavior or incidents directly to the Program Coordinator

SPECIFIC TASKS AND RESPONSIBILITIES:

- Responsible for creating and maintaining a family-like atmosphere for the resident children in the center
- Plans and implements creative activities during the children's free time
- Responsible for the children's hygiene, cleanliness, and the orderliness of their living quarters and surroundings
- Ensures that all the games, tools, and workshop materials are maintained properly
- In collaboration with the social workers and teachers, the houseparent makes monthly assessments of the progress and development of each child
- Be a sounding board to children with problems
- Accompanies children who need medical intervention to the clinic/hospital and monitors children who need medicinal intake
- Participates in case reviews, consults with the team to evaluate the client's needs, and plans for continuing services
- Helps teach volunteers house rules and policies
- Handles handicraft classes
- At night, checks that doors and gates are locked, lights are off, and the common area is clean before bedtime
- Assist the Residential Social Worker in preparing quarterly progress reports, caseload inventory, and collecting information that will aid in the optimal development of each child. This includes data for the application of Certification Declaring a Child Legally Available for Adoption (CDCLAA) and late birth and founding certificate registration.
- Conducts wrap-up sessions to settle conflicts and issues among the children
- Assists the Residential Social Worker in facilitating Child Protection Workshops
- Performs other tasks and functions related to the Family Home Program (FHP) as instructed by the Program Coordinator or the Creative Director
- Observes all organizational policies and procedures and abides by our Child Protection Policy at all times



Stairway Foundation Inc., Barangay Aninuan, Puerto Galera
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QUALIFICATION AND EXPERIENCE REQUIREMENTS:

- A graduate of any Bachelor's degree
- Preferably male
- Demonstrates maturity, good decision-making skills, and serves as a positive role model
- Ability to provide love and care, discipline, consistency, stability, a safe environment to the children
- Good communicator, active listener, and keen observer
- Ability to formulate lesson plans and conducting classes for children on topics such as crafts, gardening, waste management, life skills, and more
- Is responsible, honest, trustworthy and flexible
- Has strong sense of responsibility, excellent leadership and management skills, and the ability to work collaboratively with others.
- Highly organized and in good health and physical condition
- Ability to supervise and deliver outputs without supervision
- Ability to work in flexible schedules

WORKING HOURS:

- Renders 40-hours a week
- Permitted to take two days off each week
- Rest period is given at daytime duty
- Renders duty during holidays (regular holidays and special non-working holidays)



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