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APPLICATION SUPPLEMENT FOR HOUSEPARENT

Applicants are considered for employment without regard to race, color, familial status, religion, ancestry, gender, national origin, age, genetic information, veteran status, disability or any other classification protected by law.

(PLEASE PRINT)

Date of Application _____

Name _____

LAST

FIRST

MIDDLE

The purpose of this Application Supplement is to make you aware of duties and responsibilities of the position for which you are applying. Please respond to the following statements by placing an "X" in the appropriate box to indicate your agreement or disagreement. Note: This Application Supplement does not indicate an offer of employment or contract.

	I Agree	I Disagree
1. Bethany Children's Home is affiliated with the United Church of Christ. I understand that it would be my responsibility to accompany the youth in my care to church services on Sunday when I am on duty.		
2. Houseparents are required to transport youth in Bethany-provided vehicles. I understand that it is my responsibility to provide my driver's license and to submit to a driving record check upon hire.		
3. As a residential youth facility, Bethany Children's Home is subject to state and local regulations. I understand that:		
a. I must provide PA criminal history, PA child abuse, (and for each state in which I have lived for the past five years) and FBI clearances—at my own expense—as a condition of my employment.		
b. I must submit to a drug screen—at Bethany's expense—as a condition of my employment.		
c. I must provide a physician's statement—at my own expense— prior to employment and renewed every two years thereafter to indicate that I am free from communicable diseases.		
d. I must provide a copy of my educational certificate (GED, diploma or degree) upon hire.		
e. I will be expected to complete both written and physical testing to indicate the successful completion of required training.		
4. Bethany Children's Home follows the Sanctuary Model of Care. I have read the attached page on Sanctuary and agree to abide by its philosophy and the Commitments.		
5. The youth in Bethany's care come from various religious, moral, and social backgrounds. As a houseparent, I understand that I will be expected to provide support that may be in conflict with my own personal beliefs.		

6. Bethany Children’s Home requires its houseparents to be married couples, legally recognized by the Commonwealth of Pennsylvania. I understand that I must provide a copy of my marriage certificate upon hire.		
7. To comply with mandated ratios, houseparents can have a maximum of <u>two</u> dependent children living with them in the cottage. I understand that: a. I must provide PA criminal history and PA child abuse clearances (and for each state in which they have lived for the past five years), —at my own expense—for each dependent child between the ages of 14 and 18 as a condition of my employment.		
b. I must provide PA criminal history, PA child abuse (and for each state in which they have lived for the past five years), and FBI clearances—at my own expense—for each dependent child over the age of 18 as a condition of my employment.		
8. Houseparents provide year-round care for the youth in their cottages. I understand that: a. I will be scheduled for seven days on with three days off rotating with seven days on with four days off. If a holiday falls on an on-duty day, I will be required to work, but will receive holiday pay in addition to my regular pay.		
b. I will be required to attend mandatory meetings and trainings. If a meeting or training is scheduled during an off-duty time, I will receive overtime for those hours I am in attendance.		
9. I understand that pets are not permitted in Bethany’s facilities or in Bethany’s vehicles.		
10. I understand that Bethany is a non-smoking campus and will abide by its Tobacco Free Workplace policy.		
11. Physical restraints may be used, to the extent the law allows, in order to contain behavior that may cause youth or staff members physical harm. I understand that I will be required to learn the principles of physical intervention and successfully demonstrate the ability to carry out a physical restraint.		
12. The job description for this position is attached to the Application Supplement. a. I have read and understand the duties and responsibilities required of this position.		
b. I am physically and mentally able to carry out the duties and responsibilities required of this position.		

POSITION DESCRIPTION

Position Title: Houseparent

Classification: Non-Exempt

Reports To: Clinician

Supervises: N/A

POSITION SUMMARY

Houseparents live in a residential setting with youth and are responsible for providing compassion, structure, care and guidance within that cottage.

ESSENTIAL FUNCTIONS FOR ALL STAFF

- Adheres to all policies and procedures.
- Performs all work in a safe manner.
- Is guided by organizational values and Sanctuary Commitments in all interactions.
- Demonstrates understanding of the four components of the SELF model.
- Treats all children, families, staff with respect and courtesy.
- Is required to complete and maintain all mandated and required training within required agency timeframes.
- Must maintain timely compliance with all established agency standards and employment documentation.
- Acts in compliance with Department of Public Welfare Regulations to the highest degree of ethical standards.
- Provides services in a manner that are sensitive to the age, culture, religion, dietary needs, sexual orientation, gender identity and other important individual needs of clients.
- Ensures proper physical care is provided.
- Ensures new clothing and personal grooming items are provided.
- Implements strategies to discourage runaways and unauthorized absences.
- Informs the client of his/her rights and ensures that those rights are met.
- Carries out the program's rules and discipline standards with a positive, strength-based behavior management approach, in accordance with program's Code of Conduct.
- Provides transportation to and from campus.
- Assists with campus supervision as scheduled.
- Carries out additional program duties as assigned by administrative staff.

POSITION-SPECIFIC ESSENTIAL FUNCTIONS

- Provides care and nurturing to youth in a family-like atmosphere.
- Oversees daily routine of cottage living within the framework of Bethany's policies and procedures.
- Fosters relationships with youth and staff by utilizing interpersonal and communication skills.
- Demonstrates traits necessary in being positive role model.
- Supervises youth at all times by overseeing daily routine of cottage living.
- Works with Cottage Support Staff, Case Manager and Clinician to contribute to the cottage team environment.
- Completes all incident and shift reports.
- Ensures cottage compliance with regulations and other program requirements.
- Is responsible for ensuring the safety and security of residents and property.
- Responds to crisis and emergency situations.
- Ensures security systems are functioning properly and follows procedure to respond to alarms.

MINIMUM REQUIREMENTS (Education, experience, etc.)

- Must be a legally married couple, as recognized in the Commonwealth of Pennsylvania.
- A minimum of two years of experience in child welfare, youth work, child care or related field.
- Must be at least 21 years of age.
- Have excellent written and verbal communication skills.
- Have excellent computer skills.
- Needs valid Pennsylvania Driver's License.
- Must pass a pre-employment drug screen and background check.
- Must have health assessment certified by a physician no more than 30 days prior to commencing employment and renewed every two years.
- Must provide current PA Child Abuse, PA Criminal History and FBI Fingerprinting clearances within 30 days of commencing employment.

WORKING CONDITIONS

- Works in a climate-controlled residential setting with frequent supervision of outdoor activities and local travel.
- Houseparents work a continuous schedule of seven (7) days with either three (3) or four (4) off-duty days in between schedules. Work days are typically 10 or 12 hours. Houseparents are on-call between the hours of 10:00 pm and 6:00 am during the seven (7) day schedule.

SAFETY HAZARDS OF THE JOB

- Potential for possible exposure to bloodborne pathogens - universal precautions are to be utilized in all potential exposure situations.
- Potential for emotional stress and vicarious trauma as it relates to working with children and youth.

HIPAA /CONFIDENTIALITY

As an employee I agree to follow the standards set forth by the Health Information Portability and Accounting Act (HIPAA) as well as the stricter state standards as they apply. Due to the nature of the work environment, employees will have direct and/or indirect access to confidential information regarding clients and/or personnel. All confidential information cannot be discussed with, or disclosed to, unauthorized persons.

EMPLOYER'S RIGHTS

This job description does not list all the duties of the job. Employees may be asked by Bethany to perform other duties. Performance evaluations, in part, will be based upon performance of the tasks listed in this job description.

Bethany has the right to revise this job description at any time. The job description is not a contract for employment. That is, employment with Bethany can be terminated with or without cause, and with or without notice at any time, at the option of the employee or that of Bethany.

The Sanctuary® Model

The purpose of Bethany Home is to provide residential services for children and youth who are unable to live with their own or a substitute family. Typically, these young people require more structure, more elaborate programming, and more highly trained staff than is possible in a smaller group setting. Bethany Home's programming is designed to provide a safe environment to maximize the therapeutic components afforded to the youth. Bethany Home follows the **Sanctuary® Model of Care**.

The Sanctuary Model of Care represents a trauma-informed whole system approach designed to facilitate the development of structures, processes, and behaviors on the part of the staff, youth, and the community as a whole that can counteract the biological, affective, cognitive, social, and existential wounds suffered by the youth in care.

One of the major components of the Sanctuary Model of Care is a shared language. There are four elements that guide the way we work and the way the youth heal and make progress in their lives. Those elements comprise **The SELF Model**.

- **Safety** – Safety includes physical, social, emotional and moral domains. Progress cannot be made without safety.
- **Emotions** – Managing emotions is the step that helps us to know what we are feeling and handle our feelings in a way that does not hurt ourselves or others.
- **Loss** – Loss is the step that helps us acknowledge and grieve the painful things that have happened to us in a safe way and move to a healthy future.
- **Future** – Future is the step where we look at our choices in creating a better personal future and to make the better place.

Another component of Sanctuary is The Seven Commitments. These commitments are to:

- Non-violence
- Emotional intelligence
- Inquiry and social learning
- Shared governance
- Open communication
- Social responsibility and
- Growth and change

By committing to these seven areas, the Bethany Children's Home community works to heal our trauma and become healthier individuals. Healthy people help others become healthy. In this way, our staff and youth heal together and move forward to a healthy future.