



Position Title: Unaccompanied Students Initiative Overnight House Parent

Position Purpose

To provide a safe and wholesome living environment to unaccompanied students ages 16 to 20 in the USI residence. To assist these students in making the residence a home where they can grow, finish high school and plan for their future.

Key Responsibilities

1. Make sure each evening the students are in the residence and accounted for.
2. Have open communication with the House parent on duty to discuss any updates, notify each other during shift changes of any updates and follow plans put in place.
3. Supervise students quiet time and secure premises.
4. Make sure each morning the students going to school are awake and ready to go.
5. Assist in the morning transportation to school or work if students don't have a running vehicle of their own, are not riding the bus and are ready to go on time.
6. Always make sure to have effective communication and active listening with students, fellow coworkers and Supervisor.
7. Monitor the students' welfare and behavior and report any problems in the residence to the Supervisor.
8. Implement, document and notify Supervisor of consequences when rules are not followed, or disrespect is present.
9. Be a respectful, positive role model for the students.
10. As parent(s) maintain confidentiality, provide care and supervision for the students in assisting with material, physical, spiritual, emotional, safety and disciplinary needs.
11. Review and apply USI program policies, procedures and house rules.
12. Attend bi-weekly meetings with the Program Coordinator if applicable.
13. Maintain cleanliness and care of the residence inside and outside.
14. Collaborate with all staff for student success with schools, families, communities, churches, law enforcement, health and human service agencies and employer.
15. Adhere to your shift hours and if an emergency occurs please notify the Executive Director and emergency services/law enforcement depending on the situation.
16. Complete time sheets required by the Unaccompanied Students Initiative and provide to Executive Director for payroll by noon Tuesday the week of payday.
17. Other responsibilities as assigned.

Minimum Qualifications

1. Must have a High School Diploma or GED
2. Valid driver's license and auto insurance
3. Pass background check, central registry
4. Have CPR/First Aid certifications prior to hire or within six months of hire

5. Skilled in presenting, communication, decision making, time management, conflict resolution and adaptability.
6. Additional trainings to complete/have include Crisis Intervention, blood borne pathogens, QPR, crucial conversations, Title IX awareness, and others as assigned.

Signature:

Date: