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Real Hope - Real Difference

Houseparents' Job Description

Overview

The Save R Kids Children Home was established in 2002 for abused and abandoned children living in Guyana, South America. Save R Kids Children Home, Inc. is a 501 3 (c) nonprofit organization headquartered in Atlanta, Georgia and is registered in Guyana to serve 35 children(boys and girls) between the ages of 3 and 18.

Located in Cornelia Ida, Guyana on 17 acres of land, the Save R Kids Children Home's mission is to share God's love with vulnerable children while enabling them to become healthy and develop spiritually and intellectually, and emotionally. The vision for each child is that they may be restored and live productive lives.

Job Summary

The Houseparents shall be called of God and to the mission of Save R Kids Children Home International while creating a godly Christian home atmosphere in which to care for vulnerable children between the ages of 3-18 living in Guyana, South America. Realizing that many abused and abandoned children come with deep heart wounds, our houseparents must know how to love well while they create a safe, nurturing and stable environment for the children.

Qualifications:

- Must be Christians having received Jesus Christ as their personal Savior.
- Believe that the Bible is God's Word and is the standard for faith and daily living.
- Be a Christian role model in attitude, speech, conduct, and actions toward others. This includes God's Biblical standards for moral conduct.
- Have the spiritual maturity and personal leadership qualities to "train up a child in the way he should go".
- Understand Biblical principles of stewardship and make responsible use of the children's home resources.
- Be qualified on the basis of personal character to work with vulnerable children and be able to serve as part of a team.
- Be over 26 years of age.
- Be married for a minimum of 3 years.
- Not have children less than 3 years of age.
- Be a high school graduate.
- Must have a valid Guyanese driver's license or the ability to obtain one.

*"Defend the cause for the weak and the fatherless; maintain the rights of the poor and the oppressed.
Rescue the weak and the needy; deliver them from the hand of the wicked."*

-Psalm 82:3-4

- Have at least two years of successful experience in fields such as youth work, household management or houseparent experience.
- Be people of demonstrated integrity, maturity, and sound judgment, capable of establishing and maintaining a sound administrative structure.
- Be capable of providing leadership and spiritual guidance to each child according to his/her specific needs. Shall have a sympathetic understanding of each child and his/her unique situation.
- Shall not be the perpetrator in a substantiated report of neglect or abuse, nor have a criminal record.
- If Houseparents are parents of children still in the home, they shall demonstrate a parenting style that involves high acceptance, consistency, and appropriate discipline.
- Must be able to provide medical reports indicating they are in good health and able to perform the duties of the houseparents. Health report must indicate that they are free from any communicable diseases.
- Must be willing to be certified in first aide, CPR, CPI (Crisis Prevention Intervention) and be willing to obtain further training in child welfare.
- Be able to maintain confidentiality in all ministry issues.

Job Description:

- Maintain an environment that is joyful, nurturing and peaceful. Maintain an attitude that promotes availability to the children. The children should feel free to express their concerns in a respectful manner. Concerns of the individual child should be held in confidence unless they pose a danger to the child or others around him/her. Any concern that a child may harm himself or others should be reported to appropriate authorities.
- Ensure that no child is left unsupervised by staff. Older children should not be considered "staff" and are not to be held responsible for supervising other children. Older children can assist staff in the supervision and care of younger children. Staff, however, must present.
- Provide spiritual leadership to the children. Lead the children in their morning and evening prayers. Maintain a weekly Bible study to teach the children Biblical principles. Be available to listen and pray with each child individually when necessary. Teach the children to prayer for each other.
- Coordinate with the Management Committee on the upkeep of the home and other properties. Request repairs as needed. Work with the Management Committee to ensure that all Guyanese standards for children homes are met.
- Maintain a comfortable and clean house. Set up and maintain work schedules geared to running an efficient home. Ensure that the infectious disease plan is followed by Save R Kids Housekeepers.
- Schedule various activities of the home, including responsibilities, as well as special occasions such as birthdays, Christmas, and other holidays. Birthday parties should be held monthly to celebrate the birthdays of children born in that month. Sunday dinners should be a special time.

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Effort should be made by the cook to ensure that the meal is special. Eat with the children whenever possible.

- Ensure that children's medical, educational, and other appointments are kept. Ensure that all appointments are documented in children's file.
- Maintain log of children's prescription and non-prescription medications. At a minimum medication logs should include child's name, name of medication, dosage, date, and time given.
- Monitor leisure time activities, including monitoring of TV, music, phone calls and visitation. Ensure that all leisure activities are appropriate for children (G rated).
- Provide a means of physical exercise and recreation for the children. Children should participate in school and sports activities when possible. There should be at least one planned outing monthly.
- Assist the child with developing his/her gifts and talents by recognizing such gifts and lending encouragement and support when possible.
- Enforce family guidelines and discipline in a loving manner. Work to combine discipline and reinforcement of positive behaviors.
- Assume responsibility for food budget and ensure proper food supply and management of funds. Plan and supervise preparation of well-balanced meals. Post and follow monthly menus.
- Teach the children good habits for personal hygiene and proper attire.
- Represent the home by making presentations to local churches and civic groups.
- Attend any workshops or conferences that are recommended to increase skills and staff development.
- Be responsible to hold and record monthly fire drills. Record dates and times of fire drills. Note any problems.
- Maintain a log of significant incidents that occur in the home or on the property. In cases of child injury or alleged abuse, report such incidents to the Management Committee and/or Child Protective Services within 24 hours.
- Be responsible for recording donations (cash and in-kind) as they come in and seeing to their proper use.
- Be responsible to greet volunteers and guests when they come to the home. Make sure all persons who are not staff sign the visitor's log. Designate a specific area in the home for visitors away from the general population of the children.
- Ensure all vehicles used on behalf of the children are registered and/or insured properly.
- Maintain maintenance log on all vehicles used to transport the children. Ensure that vehicles are inspected at least every six months to ensure safety.
- Participate in formulating each child's Individual Service Plan (ISP's) and review weekly with the Social Worker each child's status and progress.

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Specific Duties Male Houseparent

Save R Kids Children Home, Inc. operates two businesses to offset the cost of operating the children's home; a chicken farm and a vegetable garden. The purpose of both endeavors is to provide food supply for the children and income for the children's home.

The male houseparent is responsible to:

- **Oversee and manage Save R Kids' businesses.**
- **Maintain accounting ledgers reflecting business costs, business losses, and business profits. Prepare monthly report for Management Committee to keep them inform of financial condition of the businesses**
- **Maintain copies of invoices and receipts related to the businesses.**
- **Hire qualified local persons to assist with chicken farm and vegetable garden.**
- **When possible, employ older children to assist with the businesses.**

Email resumes to info@Saverkidsinternational.org

Please forward any mail correspondence to

SaveRKids

c/o New City Church

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USA

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