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Job/Position Description

JOB/POSITION TITLE: Women's Group Home Parent

Date: June 12, 2017
Reports To: Executive Director
Status: Full time position. 4:30pm - 8:30am on Sunday through Thursday nights. Must be available some weekends.

SUMMARY:

The Women's Group Home Parent is responsible for nurturing and developing a healthy, happy, and safe environment for up to ten of The Mustard Seed's residents.

The Women's Group Home Parent reports directly to and works closely with the Executive Director.

JOB RESPONSIBILITIES:

- Supervise daily hygiene routines for Seedsters.
- Develop, implement and submit appropriate menus of well balanced, nutritionally healthy meals.
- Train and supervise Seedsters in independent self-care habits.
- Plan weekend and evening recreational activities for the Seedsters.
- Secure appropriate monies and transportation for Weekend Relief Staff.
- Schedule Weekend Relief staff from the approved list of personnel.
- Work closely with the campus Nurse to administer medication when appropriate and authorized by parent or guardian.
- Work closely with the Day Program Staff as well as the Special Care Facilitator to implement appropriate behavioral modifications and to maintain appropriate records for each Seedster.
- Maintain household budget
- Purchase food and supplies for the home.
- Maintain cleanliness of property and promptly notify Facilities Director and Operations Director of necessary repairs and maintenance.
- Other duties set forth by the Executive Director.

POSITION QUALIFICATIONS:

- Energetic and creative attitude with a strong client relation skills; enthusiasm for the mission of the Mustard Seed and willingness to fully contribute to a team-oriented, fast-paced organization
- Strong project management and time management skills and must be self-motivated.
- Ability to drive a 15-passenger van
- Ability to perform or be trained in CPR and other First-Aid procedures.
- Excellent communication and organizational skills.
- Experience with individuals with Special Needs is preferred

The Mustard Seed is a Christian community for adults with developmental disabilities. Founded in 1981 to meet the spiritual, physical, emotional, and intellectual needs of adults with special needs, The Mustard Seed provides a loving and protected environment with meaningful activities which allow the "Seedsters" to fulfill the potential God has created within them.