

Lakeshore Lifeworks was designed to provide transitional housing and loving relationships for vulnerable youth ages 18-21. We believe that having a personal relationship with Jesus is the solid foundation on which to build up our youth along with many important life skills. We utilize and combine the resources of the CHURCH, STATE and COMMUNITY to reach vulnerable youth and show them the love of Christ so they can reach their full potential.

### **Job Title - Live in facility "House Parents"**

Preparation - Background in addictions and the recovery process is highly preferred. Previous management and supervisory experience is a plus. Must be sensitive to issues of diversity. Must possess strong interpersonal and communication skills, multicultural awareness, and supports and understands empowerment philosophy. Computer proficiency required, including Windows and Microsoft applications. Must be able to pass a criminal background and a driver's license record check. Preferred candidates will need to participate in a internship of no longer than thirty days before facility is turned over to their care.

There are two working scenarios for this facility.

1 - A retired couple who may already have raised kids and have all the needed financial support in place.

Ex. Medical Insurance

2 - A couple considered 'empty nesters' where one spouse could be here during the day while the other works off site at a forty hour a week job that carries insurance.

\*\* Our Facility does not supply medical insurance.

Job Summary - Responsible for all aspects of the day-to-day operations of Lakeshore Lifeworks transitional housing and the safety of residents. Insure all residents are following general guidelines of the program. Responsible for transportation of residents to and from work, appointments, and activities (until residents obtain their driver's licenses).

Supervisor - Larry Cleveringa, Residential Program Director

Stable Environment: House parents are in place to maintain a safe and stable environment for the residents. House parents are to understand and follow current policies and procedures for Lakeshore LifeWorks ministries. Provides support and guidance to residents. Acts as a positive role model for residents, demonstrating healthy boundaries, teach life skills, resourcefulness and time management. Provides personal help and assistance to residents when needed. Promotes the growth and development of residents in a Christ centered manner. Maintains an orderly and reasonably quiet environment. Explains rules and regulations according to the program guidelines

Safety + Security: House parents will need to follow and completely understand all policies and procedures for all LifeWorks properties. Respond to facility issues and needs appropriately and according to protocol. They will need to monitor the physical condition of the facility and ensure that maintenance and facility concerns are addressed appropriately and according to protocol. House parents will need to perform a complete walk through on a weekly or daily basis which is defined in the "house parent guidelines".

Program Operations: House parents are to ensure the security of the program and the residents. They must maintain program and client confidentiality, including former clients. They must also establish possible activities for Saturday/ Sunday night youth outings when possible.

Responsibilities: All residents are required to be working or going to school at least part time. Part time if they have extensive counseling or programs to attend during the day. Residents are required to be awake at 8:00 am getting ready for the day and either going to school, work or volunteering. These responsibilities are proven to help the residents achieve their long and short term goals. House parents are to maintain professional boundaries with staff and residents. They will be expected to help construct guidelines for developing new LifeWorks program. Standing, sitting, climbing, stairs, bending, stooping, lifting, keyboarding, and general movement around the facility come with this role as a house parent.

Independent Contractor Compensation Package:

Salary - \$12,000: \$1,000 per month before taxes will be paid on the first of each month.

Vehicle - Use of the LifeWorks vehicle for general/resident transportation and community events.

Respite Care - LifeWorks will provide a temporary home manager for leave of house parents one weekend a month.

Housing - LifeWorks will provide room and board for the length of this contract. Room and board include: two bedroom apartment with furnishings, in house laundry facilities, paid electric, gas, cable, and internet. (Food for house parents is supplied by house parents).

Contract - This contract is for two years with discussions of extending the contract for a following two years if all parties agree.

Pets - This is a pet friendly home, however the owner of the pet is responsible for all care needed to maintain a healthy pet in the LifeWorks facility. All shots and medicines will need to be kept up to date.

Start Date - TBD