



## Family Based Care Foster Parent Job Description

**ABOUT CASA DE ESPERANZA:** Casa de Esperanza de los Niños strives to break the cycle of child abuse and neglect for at-risk infants, children, and their families by providing comprehensive residential and family support programs that transform people and communities. Casa de Esperanza has provided quality residential, medical, and psychological care for infants and young children in crisis due to abuse, neglect or the effects of HIV/AIDS without charge since 1982.

**POSITION SUMMARY:** Family Based Care Foster Parents provide direct child-care and supervision to children in placement in the Casa de Esperanza Neighborhood.

**EDUCATION:** High School Diploma or GED (minimum)

**EXPERIENCE:** Two years' experience with child-care required

### QUALIFICATIONS:

- Minimum age of 25 years old
- Fluent in written and spoken English
- Completed Application and References
- Cleared Background Check
- Valid driver's license (held for at least two years) is required to transport children and operate agency owned vehicles. Applicants without a driver's license or those who have not been licensed for at least two years will not be permitted to transport children or operate agency vehicles
- Cleared pre-employment drug screen. Clear random drug screens for duration of employment
- Completion of TB Screening
- Annual vaccination for Influenza
- Ability to make a minimum 12-month commitment
- Ability to pass a home study assessment
- US citizen or legal permanent resident (required to meet home study requirements)
- For couples a minimum length of marriage/committed relationship of at least two years (required to meet home study requirements)

### KNOWLEDGE, SKILLS, AND ABILITIES:

- Empathy for the needs of children in care
- Desire to serve the children in care
- Ability to prioritize the needs of the children

- Sound judgement and decision making
- Excellent work ethic
- Ability to establish and maintain positive relationships with others
- Flexibility
- Patience
- Strong communication skills
- Emotional regulation in high stress and high emotion situations

**REPORTS TO:** Neighborhood Supervisors

**ROLES AND RESPONSIBILITIES:**

- Provides care to infants, toddlers, and young children including:
  - Feeding, bathing, hair care, diaper changing
  - Responding appropriately to and managing behaviors demonstrated by the children
  - Playing with children
  - Planning, preparing, and serving meals to meet children’s health and nutritional needs
  - Maintaining children’s safety through supervision that is appropriate for the children’s developmental needs
- Meets the daily emotional needs of children by:
  - Providing consistent daily care, comfort, support, respect, stability, affection, and reassurance
  - Supporting children’s primary attachment to biological parents
  - Promoting children’s skills to develop healthy attachments
- Manages the household by:
  - Completing household duties including, but not limited to, cooking, cleaning, laundry and maintaining the house, and vehicle
- Meets the daily medical and therapeutic needs of children by:
  - Transporting children to and participating in children’s medical, dental, and therapy appointments
  - Communicating with local medical and therapy professionals, as appropriate
  - Implementing recommendations made by such professionals
  - Documenting children’s medical and therapy visits and needs
  - Administering medications to children as prescribed
- Maintains all standards of care and documentation within Casa de Esperanza’s policies and Residential Child Care Licensing Guidelines
- Builds community within the Casa de Esperanza Neighborhood
- Participates as a team member in the care of the children by:
  - Implementing the children’s Plan of Service
  - Maintaining clear, open, and respectful communication with fellow caregivers, Supervisors, Caseworkers, and Administrative Staff
- Contributes to the mission of Casa de Esperanza
  - Relating in a positive manner to other members of the Neighborhood, Weekly Volunteers, volunteer groups, and supporters that tour the house
- Additional responsibilities may be assigned at the discretion of supervisors

**PHYSICAL REQUIREMENTS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

The position entails exerting up to 10 lbs. of force frequently to lift, carry, push, pull, or otherwise move objects, including the human body. The position entails frequently lifting/moving up to 40 pounds. The position involves sitting, walking, standing, and/or climbing stairs. Specific vision abilities required by this job include close vision, depth perception, and ability to adjust focus. The employee must use oral communication with children; use auditory skills to assess and respond to children. The employee must be able to maintain his or her emotional regulation in response to a child's potential outbursts or emotional distress. The employee must complete documentation on paper and electronically.

**LIVING ARRANGEMENTS:**

Family Based Care Foster Parents live in one of Casa de Esperanza's residences with the children they provide care for.