



NEW SONG MISSION, INC.
HOUSEPARENT JOB DESCRIPTION
(Revised: July 2021)

Employment Type: Full-time

Employment Status: Exempt

Salary: Varies depending on experience; includes room, board, and health care contributions

Mission Statement: The purpose of New Song Mission is to equip children for life.

Ministry Overview: New Song Mission's 100-acre residential, educational Brown County campus was created by the grace of God to provide personal, holistic growth and transformation to at-risk kids. As a 501(c)(3) nonprofit Christian ministry, New Song provides safe, loving homes, personalized academic instruction, relational mentoring, biblical discipleship, recreational activities, and experiential learning to help our students grow and mature. We care for our students with love, compassion, and patience, receiving our strength, wisdom, joy, and peace from the Lord, serving God with gratitude and humility for what He has done in our lives.

Houseparenting Overview: Houseparents at New Song are committed Christ followers whose walk with Jesus is very important to them. Our houseparents believe in the inerrancy of scripture and its sufficiency to equip people to meet life's challenges. Houseparents understand that children and youth become equipped for life through personal discipleship provided through genuine, caring relationships, by God's grace. The Houseparent role is a full-time residential position, and houseparent work schedules are around-the-clock on a weekly basis, with time off periodically for rest and rejuvenation. Houseparents provide a safe, loving home to vulnerable children and live out their Christian values among them, leading lifestyles that model positive, godly character. Houseparents must be able to generate the respect of the children in their home and be willing and capable of addressing misbehavior in a caring manner that seeks to address the heart issues behind the difficulties.

Serving at New Song requires a great deal of flexibility, as houseparents are called upon to respond to very unique challenges that can occur at any point in the day or night. Due to the inherent challenges that exist in serving in a children's home environment, houseparents need to draw their strength and wisdom from the Lord on a daily basis. They need to have a strong relationship with Jesus Christ, abiding in Him by faith, dependent upon the Holy Spirit, in order to successfully carry out their responsibilities and handle the stressful environment which can sometimes exist.

Ministry Team Members: Houseparents are a part of a broader ministry team, and therefore they must be exceptional team players who have a genuine willingness to help out around campus and assist other staff members in carrying out their roles and responsibilities. This includes helping in the classroom as needed, being a part of community activities, and welcoming others into their home with a hospitable, open-door mentality. Houseparents also assist with the ministry's marketing, communications, and fundraising efforts in various ways.

Duties and Responsibilities: The primary duties and responsibilities of houseparents are listed below. These duties and responsibilities must be carried out in compliance with New Song's Policies, Best Practices, and Houseparent Success Indicators, while seeking to achieve Student Success Indicator goals we have for our students' personal holistic growth and transformation.

New Song houseparents' primary duties are to:

1. Provide Care and Supervision of Children
2. Spiritually Develop the students in their care
3. Develop students in their social skills and personal conduct
4. Support the educational development of our students
5. Manage the household
6. Keep the home and its yard clean and well kept
7. Perform routine home maintenance tasks
8. Help with campus groundskeeping and the maintenance of vehicles and equipment
9. Support marketing and community relations
10. Participate in fundraising activities
11. Support the overall campus community
12. Perform other roles, responsibilities, and duties as requested

Qualifications

- Minimum Length of Marriage: 2 years
- Number of Children: Three children or less, preferably school-age or older
- Educational Requirements: High School diploma; college diploma or trade school certification is preferred
- Experience: Experience working with at-risk kids is preferred; having knowledge of the unique challenges emotionally impaired children pose is very helpful
- Christian Faith and Development: Has received Jesus Christ as their personal Lord and Savior and are committed to having Him be the Lord of their lives; is spiritually developing in their walk with the Lord
- Statement of Faith: Is in strong agreement with New Song's Statement of Faith
- Maturity: Has demonstrated maturity in working with others, particularly in stressful or difficult circumstances
- Accountability: Agrees to being accountable to supervisors, through the Houseparent Success Indicator document and other means
- Coachable: Has a coachable, trainable disposition
- Household Management: Can manage a household of at-risk children
- Personal Characteristics: Possesses those personal characteristics which are necessary and beneficial to effectively raise emotionally impaired children
- Culture, Guiding Principles, & Core Values: Commitment to New Song's Culture, Guiding Principles, & Core Values Statement
- Physical Capacity: Has the physical capacity to fulfill each of the duties and responsibilities listed, as well as physical activities such as general lifting, light athletics, and family outings such as hiking and camping. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and reach with hands and arms. The employee is frequently required to stoop, kneel, crouch, or crawl; talk or hear and taste or smell. The employee must regularly lift and /or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus
- Continuous Learning: Demonstrates the desire and ability to continually learn how to best meet the needs of children and has a willingness to continually improve in all areas
- Valid Driver's License: Has and maintains a valid driver's license and be able to operate a ministry vehicle to transport children without restrictions
- Vehicle and Driving Skills: Has a dependable motor vehicle; has demonstrated good driving skills and has a clean driving history
- Background Check: Passes the criminal background check and other possible background checks
- Other Abilities: Has the abilities to fulfill each of the duties and responsibilities listed above
- General Qualifications: Meets the general qualifications for employment as outlined in the personnel policies

Conclusion: Each item referenced in this houseparent job description is included among the roles, responsibilities, and duties of New Song houseparents. Other roles, responsibilities, and duties may be assigned by houseparent supervisors from time to time in order to meet the needs of the ministry.