

Position Title: House Parent for Tribal Receiving/Foster Home

The United Auburn Indian Community (UAIC), Located in Auburn, California, has an immediate need for a House Parent. The House Parent works under the direction of the Community Services Director and Social Worker supervising and managing the care of up to several children at one time. Working collaboratively with the Community Services staff, the House Parent helps develop and implement program, organizational, therapeutic and behavior plans and facilitates optimal adjustment for youth.

Duties & Responsibilities:

1. Program Administration

- Provide strengths-based child care and supervision for children
- Help special needs children adjust to life changes, placement, and growth
- Maintain respect for parents and community members while following legal restrictions
- Help create a monthly calendar with daily activities, meal times, etc.
- Ensure each child's emotional, physical, and medical needs are met
- Maintain a nurturing environment with ample age appropriate activities
- Collaborate in case planning
- Implement case, behavior, and therapeutic plans
- Make the children available for social workers, Tribal staff, therapists, and family visits
- Provide transportation for the children to all appointments
- Help coordinate the physical operations and maintenance of the home
- Maintain all records and data systems accurately
- Attend events, training seminars and meetings as needed
- Meet with supervisors regularly
- Facilitate admits and releases

- Implement all emergency procedures and disaster plans as needed
- Basic housekeeping duties and cooking as needed
- Performs other duties as assigned

KASOC's-Knowledge, Abilities, Skills, & Other Competencies:

- Reads, writes, speaks, and understands the English language; clearly expresses ideas and thoughts verbally; clearly expresses ideas and thoughts in written form; exhibits good listening skills and ability to comprehend clients, colleagues, and supervisors; keeps others adequately informed; selects and uses appropriate communication methods
- Ability to perform housekeeping tasks, including but not limited to, cleaning, washing clothes, ironing, etc
- Exhibits ethical and moral behavior in everyday business conduct; recognizes and resolves ethical questions; ensures organizational ethics are widely understood; encourages open discussion of ethical issues; creates an environment that rewards ethical behavior
- Ability to maintain discipline and group control in a therapeutic manner
- Ability to implement strengths-based reward systems and consequences
- Skill to plan and organize multiple tasks at one time
- Knowledge of child/adolescent development, and/or child psychology to identify and encourage age appropriate behavior, as well as understand the clients' behaviors and reactions
- Ability to effectively work with Seriously Emotionally Disturbed youth, as well as youth with other special needs in an individual or group setting
- Ability to implement strengths-based behavioral plans in stressful circumstances
- Conflict resolution skills
- Basic knowledge of personality disorders and the effects of Fetal Alcohol Syndrome, as well as abuse and neglect.
- Knowledge of basic mathematics, including addition, subtraction, division, and multiplication

- Ability to relate with children in a nurturing and respectful manner
- Ability to establish and maintain appropriate boundaries with children and families
- Ability to work cooperatively with a culturally diverse client population and work force
- Ability to work with community and outside agencies in a collaborative and cooperative manner
- Ability to work effectively in a team/group or individual setting
- Proven ability to handle multiple projects and meet deadlines
- Demonstrated proficiency in supervising and motivating subordinates
- Ability to work with all levels of management

Minimum Qualifications:

Educational:

- An Associate's Degree with an emphasis on Child Development, Psychology, Counseling, Early Childhood Education, Human Services, Social Welfare, Social Science or Social Psychology preferred. Nine semester units must be related to children with behavioral problems

Experience:

- Two years of experience working in a residential or school setting with special needs children or at least four years of related work experience

Preferred or Desirable Qualifications:

- Experience in a level 12 group home
- Experience working with Native American Families and youth

Required Licenses, Certifications, Registrations:

- Have a valid California Driver's License
- Be able to pass a background screening and a Child Abuse Clearance Index (CACI) screening
- Be at least 21 years old
- Pass the First Aid, CPR and Non-Violent Physical Crisis Intervention (NVPCI) courses offered by the Tribe within the first six months of employment

Special Working Conditions:

The House Parent must be able to:

- Deal with stressful and violent situations involving clients
- Handle exposure to blood borne pathogens
- Work effectively in a fast paced environment
- Handle occasional on-call shift responsibilities
- Work a flexible schedule, which may include day, evening, night, or weekend shifts

Special Requirements:

Must adhere to STRICT CONFIDENTIALITY in reference to all UAIC information in trust and confidence and shall not disclose any confidential information to any third party without the written consent of the Tribal Administrator.

Please email all resumes to resume@auburnrancheria.com or fax resumes to: (530) 878-5445.

Must type *House Parent* in subject line to be considered.