

HOMEPARENTS

HOMEPARENTS JOB DESCRIPTION

- I. Homeparents are required to live in housing provided by Shiloh for them and the children in their care. Homes must be kept clean and in order and may be inspected at various times by the Executive Director (ED).
- II. A salary approved by the Board of trustees will be provided each set of homeparents and basic needs will be provided for as defined in other categories (utilities, supplies, vehicles, equipment, insurance, and medication)
- III. Shiloh will pay normal monthly utilities.
- IV. Homeparents may have five (5) days off per month (can't accumulate) by notifying the ED and receiving approval in advance. After one year, two nights' motel expense will be provided every six months. Also, after one year, two weeks of vacation are earned, and, may be taken consecutively. Any unused vacation time does not carry over to the next calendar year.
- V. Homeparents are responsible:
 - A. For planning and serving well-balanced meals.
 - B. To have daily devotions in their homes.
 - C. For functions of Shiloh as need and ability requires, such as farming, butchering, shop, etc. as directed by the ED.
 - D. For daily work and routine in the home.
 - E. For the care and upkeep of Shiloh property and/or equipment entrusted to them.
 - F. When overseeing a project, to see that the ground or workspace is clean, and tools are returned promptly.
 - G. For seeing that each child does his/her schoolwork on time. Any major problems will be reported immediately to the ED.
 - H. For seeing that no phone calls are made by the children without permission and supervision.
 - I. For recording and reporting any and all gifts given to them as representatives of Shiloh. The ED will forward reports of gifts to the office.
 - J. For sending all bills, receipts for purchases, or other correspondence to the office through the ED.
 - K. For scheduling with the ED before taking Shiloh children on any out of town trips.
 - L. For keeping all Shiloh schedules and making sure that the children in their care do also. All homes should be operated on the same basic schedule.
- VI. Homeparents will turn in quarterly progress reports on each Shiloh child:
 - A. School records
 - B. Medical history
 - C. Unusual behavior that may cause concern
 - D. Disciplinary or scholastic problems and results
- VII. It is important that homeparents monitor the location and conduct of the children in their care to ensure appropriate safety and behavior.

- VIII. Male homeparents shall not enter girl's rooms or area of the house (while occupied) without proper announcement. Female homeparents shall not enter boy's rooms or area of the house (while occupied) without proper announcement.
- IX. Homeparents will monitor incoming and outgoing mail to be sure it is kept wholesome and positive.
- X. Homeparents will retrieve the postal mail from the mailbox.
- XI. Homeparents shall teach children proper care for their own clothing, as age and skill of the child allows.
- XII. Money saved, from that provided to homeparents for expenses, may be used by that family as they wish.
- XIII. As vocational training is placed on the Shiloh schedule, it is the responsibility of the Homeparents to ensure that assigned children are present and prepared for the instruction given. Homeparents and/or Shiloh staff may be required to remain present to assist and supervise classes, as deemed appropriate.

Approved by Board of Trustees 1/29/2011