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## Helping children. Providing homes. Supporting families. **Bringing Hope.**

Oklahoma Baptist Homes for Children (OBHC) is a not-for-profit Christian children's home serving over 200 at-risk youth and families at our four campus locations. Additionally, eight Hope Pregnancy Centers (HPC) offer caring, non-judgmental support to those who find themselves in an unplanned pregnancy.

### Mission Statement

OBHC exists to show and share the love of Christ to children and their families.

### Statement of Faith

Oklahoma Baptist Homes for Children declares the Bible as the foundation for its faith and practice, and affirms as its confession of faith, the Baptist Faith and Message, as revised and adopted in 2000 by the Southern Baptist Convention.

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## JOB DESCRIPTION SUMMARY

The role of the Houseparent involves every aspect of helping to raise children in a home, which often includes responsibilities and assignments that are unexpected. Houseparents are required to live on campus in one of our on-campus homes and are responsible for the day-to-day care, guidance and development of up to eight children in their home.

In order to respond at all hours to the needs of children in the cottage, this is a **full-time exempt position**. Oklahoma Baptist Homes for Children offers full-time personnel a compensation package which includes health insurance, life insurance, retirement and much more. Houseparents will be responsible for the performance of their duties and will be appraised by implementation, consistency, quality and performance of their assigned duties toward empowering children and their families to follow Christ.

In accordance with Oklahoma Medical Marijuana and Patient Protection Act, this job is designated as safety-sensitive because of its requirement of **'the operation of a motor vehicle, other vehicle, equipment, machinery or power tools'** as well as **'direct patient care or direct childcare'** and is therefore exempt from the anti-discrimination prohibitions of the Oklahoma Medical Marijuana Act.

**Reports to:** the Boys Ranch Town Executive Director & Assistant Campus Director

**Location:** Boys Ranch Town, 5100 E 33<sup>rd</sup>, Edmond, Oklahoma

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## STATEMENT OF FAITH

1. Profess that Jesus Christ is Lord and that Jesus is the only one true God, acknowledging that there is no salvation from sins apart from Jesus' death, burial and resurrection.
2. Believe the Bible is the inspired and inerrant Word of God.
3. Believe and follow the 2000 Baptist Faith and Message.
4. Hold a firm commitment to the sanctity of human life and biblical sexual purity in all circumstances.
5. Have concern for God's kingdom, love for those served and a calling to OBHC.
6. Be a mature, growing, married Christian couple who is actively involved in a Southern Baptist Church.

*We are a religious employer and we reserve the right to hire based upon religious preference pursuant to Section 702 of Title VII Civil Rights Act 1964.*

## QUALIFICATIONS

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1. High school diploma or General Education Development (GED), or Licensing-approved equivalent required.
2. Minimum three years of childcare experience preferred.
3. Must be legally married with a stable relationship.
4. Valid Oklahoma driver's license required (or must obtain within 30 days of hire); must meet OBHC insurance qualifications with a clean driving record.
5. No more than two dependent children in residence (exceptions require written approval from OBHC President).
6. Minimum age of 21.
7. Physically able to perform household tasks and lift 25 lbs. (women) or 50 lbs. (men).
8. Strong communication skills and ability to mentor children and collaborate with staff.
9. Emotionally, mentally, and physically capable of fulfilling role responsibilities with grace and flexibility.
10. Must meet all licensing requirements set by the State of Oklahoma.

## KEY RESPONSIBILITIES

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- 1. Provide for the spiritual needs of the children.**
  - a. Model Christ-like behavior in word and deed.
  - b. Promote church attendance and activities.
  - c. Build spiritually supportive relationships with each child based on their individual needs and interests.
  - d. Facilitate daily devotions.
  - e. Follow-up and report on the children's spiritual decisions.
  - f. Model a Christian spouse/parent.
- 2. Provide for the emotional needs of the children.**
  - a. Built rapport and relationships with the children.
  - b. Prepare for new residents to ensure they feel welcomed and accepted.
  - c. Partner with their spouse to support the child during the initial orientation to group living.
  - d. Review strengths and areas of improvement with the resident during orientation.
  - e. Introduce new residents to staff, peers and campus life.
  - f. Partner with their spouse to create a stable, Christ-centered home environment and model Christian parenting to the children.
  - g. Support children in developing healthy communication, emotional awareness, personal values, and relationships.
- 3. Provide for the physical needs of the children.**
  - a. Provide and model appropriate medical care, dental care, and hygiene.
  - b. Teach children the value of a clean and healthy environment.
  - c. Help children choose appropriate clothing that fits within the campus guidelines.
  - d. Teach children to care for personal clothing, cleanliness and appropriateness.
  - e. Use discernment to assess a child's physical condition, appearance, and related behaviors.
  - f. Encourage and teach Christian principles concerning sexual roles, purity and abstinence.
  - g. Recognize and respond to the child's need for physical activities in various ways.

- h. Plan, prepare, serve, store and create consistency of meals served in the home.
- i. Supervise and train the children age-appropriately including house chores, laundry, cleaning, food preparation and financial responsibilities.

**4. Help create and apply a plan for success for each child.**

- a. Collaborate with caseworkers and Social Services during the admissions process to identify appropriate child placements.
- b. Assist in the development, implementation, and ongoing review of each child's Student Success Plan (SSP).
- c. Integrate SSP goals into daily routines and activities within the cottage.
- d. Maintain accurate and timely documentation of medical care, discipline, progress, and significant incidents.
- e. Foster positive relationships with families and external service providers, including schools, healthcare professionals, and counselors.

**5. Provide for the educational needs of the children.**

- a. Understand and support the educational needs as outlined in the Student Success Plan.
- b. Be actively involved in the child's educational process regarding homework, tutoring and communication with school personnel.
- c. Encourage active participation and support the children in their school activities.
- d. Promote and model an educational environment in the cottage by reflecting a positive attitude toward learning and the education process.

**6. Provide for the social needs of the children.**

- a. Encourage age-appropriate involvement in church and school activities.
- b. Demonstrate and teach the value of positive social skills in interpersonal relationships.
- c. Teach age and gender appropriate activities with the opposite gender such as appropriate communication, physical behavior, interaction and dating.
- d. Instruct and encourage appropriate manners, behaviors, and responsibilities during mealtimes and other social situations.

## FACILITIES AND PROPERTY MAINTENANCE RESPONSIBILITIES

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- a. Ensure cottages, vehicles, and campus grounds are clean, safe, and well-maintained.
- b. Follow campus procedures for vehicle use, building care, and maintenance reporting.
- c. Maintain cottage interiors and exteriors, including mowing, trimming, and garden upkeep.
- d. Conduct and document monthly inspections for fire, safety, and security compliance.
- e. Report all damage and accidents to the administration.
- f. Keep allotted office space, office equipment, and other resources clean and well maintained.
- g. Use computers and office equipment proficiently and with integrity.

## PROFESSIONAL CONDUCT AND RESPONSIBILITIES

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- 1. Become familiar with and adhere to OBHC Policy, OBHC Procedures and OKDHS Licensing Standards.
- 2. Will attend all staff meetings and trainings.
- 3. Will obtain at least 24 clock hours of professional development courses annually. These courses are relative to the position, role and responsibilities of a houseparent. These hours are prorated at two hours per month for personnel not employed for a full calendar year.
- 4. Model Christ-like behavior in all interactions with staff, families, donors, volunteers, and residents.
- 5. Practice biblical conflict resolution and Christ-like confrontation.

6. Foster fellowship, emotional support, and a team-oriented spirit among staff.
7. Collaborate with campus personnel and houseparents to maintain a consistent, positive environment for children.
8. Represent OBHC professionally at public events when requested.
9. Maintain modest dress, punctuality, and adherence to assigned hours.
10. Use OBHC resources, including credit cards and office equipment, responsibly and with proper documentation.
11. Complete additional tasks as assigned by the supervisor.