

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.

**JOB DESCRIPTION SUMMARY**

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The Houseparent Couple plays a vital role in raising children within a residential setting. Houseparents are responsible for the day-to-day care, guidance, and development of up to eight children. This role requires living on-campus in a designated home to provide consistent, Christ-centered parenting.

This position is comprehensive, involving spiritual discipleship, emotional support, educational advocacy, and household management. Success in this role is measured by the consistency, quality, and implementation of care that empowers children and their families to follow Christ.

**Safety-Sensitive Designation:** In accordance with the *Oklahoma Medical Marijuana and Patient Protection Act*, this job is designated as **safety-sensitive**. This is due to the requirement of operating motor vehicles/machinery and providing direct childcare. Consequently, this position is exempt from the anti-discrimination prohibitions of the Oklahoma Medical Marijuana Act..

**Reports to:** the Owasso campus director

**Location:** Baptist Children's Home, 12700 E 76<sup>th</sup> North, Owasso, Oklahoma

**STATEMENT OF FAITH**

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

## KEY RESPONSIBILITIES

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### 1. Spiritual Development

- a. **Model the Faith:** Demonstrate Christ-like behavior in word, deed, and family modeling.
- b. **Discipleship:** Build spiritually supportive relationships based on each child's individual needs. Facilitate daily devotions in the home.
- c. **Church Involvement:** Promote and participate in church attendance and activities.
- d. **Monitoring:** Follow up on and report the children's spiritual decisions.

### 2. Emotional Support & Mentorship

- a. **Relationship Building:** Build rapport with children to ensure they feel welcomed and accepted.
- b. **Orientation:** Partner with your spouse to support new residents during their transition to group living, including reviewing strengths and areas for growth.
- c. **Environment:** Create a stable, Christ-centered home environment.
- d. **Guidance:** Support children in developing healthy communication skills, emotional awareness, personal values, and positive relationships.

### 3. Physical Care & Household Management

- a. **Health & Hygiene:** Model and enforce appropriate personal hygiene, dental care, and medical care.
- b. **Presentation:** Teach children to care for their clothing and appearance; help them select clothing that fits campus guidelines.
- c. **Sexual Purity:** Encourage and teach Christian principles concerning sexual roles, purity, and abstinence.
- d. **Home Operations:** Plan, prepare, and serve consistent meals. Supervise children in age-appropriate chores, laundry, cleaning, and financial stewardship.
- e. **Activity:** Recognize and respond to the child's need for physical activity and recreation.

### 4. Case Management & Planning

- a. **Collaboration:** Work with caseworkers and Social Services during admissions to identify appropriate placements.
- b. **Service Plans:** Assist in developing and implementing each child's Service Plan, integrating goals into daily routines.
- c. **Documentation:** Maintain accurate, timely documentation of medical care, discipline, progress, and significant incidents.
- d. **Partnerships:** Foster positive relationships with families, schools, healthcare professionals, and counselors.

## **5. Educational Support**

- a. Advocacy: Understand and support the educational needs outlined in the Service Plan.
- b. Involvement: Actively participate in homework help, tutoring, and communication with school personnel.
- c. Environment: Promote a positive attitude toward learning and support children in school activities.

## **6. Social Skills Development**

- a. Interpersonal Skills: Teach the value of positive social skills, manners, and responsibility.
- b. Boundaries: Instruct children on age-appropriate interactions with the opposite gender, including communication and dating boundaries.
- c. Community: Encourage involvement in church, school, and campus activities

## **FACILITIES AND PROPERTY MAINTENANCE RESPONSIBILITIES**

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1. Ensure cottages, vehicles, and campus grounds are clean, safe, and well-maintained.
2. Follow campus procedures for vehicle use, building care, and maintenance reporting.
3. Maintain cottage interiors and exteriors, including mowing, trimming, and garden upkeep.
4. Conduct and document monthly inspections for fire, safety, and security compliance.
5. Report all damage and accidents to the administration.
6. Keep allotted office space, office equipment, and other resources clean and well maintained.
7. 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 an associate 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 with humility and respect.
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. Request time off in advance and follow organizational procedures.
11. Use OBHC resources, including credit cards and office equipment, responsibly and with proper documentation.
12. Meet all OBHC policy qualifications and complete additional tasks as assigned by the supervisor.