

**BOARD OF REGENTS
STATE OF IOWA
REGENTS MERIT SYSTEM**

Class Title: Houseparent I

Class Code: 7661

Pay Grade: 405

GENERAL CLASS DESCRIPTION:

Under general supervision, is directly responsible for the care and welfare of student during their scheduled sleeping hours. Duties require the ability to work with, show concern for, and present a positive example to impaired children, and the ability to act responsibly and with good judgment in routine, unique and emergency situations.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

1. Checks and records each child's location and sleeping habits on a night report for staff reference.
2. Attends to personal hygiene needs of students, such as toileting, drinks, changing soiled bedding, clothing and diapers. Cleans up students' accidents due to illness, i.e. vomiting or diarrhea as necessary.
3. Satisfies the needs of the individual child in cases of illness, wakefulness or homesickness.
4. Secures doors and windows, investigates disturbances and notifies proper authorities if needed, and makes building accessible to staff as needed.
5. Gives oral or written communication concerning absences or illnesses to appropriate staff.
6. Wakes and dresses those who have early appointments or activities.
7. Answers the phone and records messages concerning staff or students.
8. Notifies health center/infirmary in cases of emergency or illness.

The tasks listed under the heading of Characteristic Duties and Responsibilities are examples of the variety and general nature of duties performed by employees in positions allocated in the class. The list is descriptive only and should be used for no other purpose. It is not intended that any position include every duty listed, nor is it intended that related duties cannot be required.

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9. Applies or removes appropriate apparatus, such as hearing aides, braces, prosthesis, etc.
10. Enforces dormitory rules.
11. Advises proper person of needed repairs and performs light maintenance in times of emergency.
12. Awakens certain children during the night for medication or bathroom.
13. Is alert and concerned for the safety of all students.

KNOWLEDGES, SKILLS AND ABILITIES:

1. Ability to communicate orally and in writing.
2. Knowledge of the basic principles and procedures of first aid.
3. Ability to keep accurate, up-to-date records.
4. Ability to learn sign language and to communicate by sign.
5. Knowledge of emergency evacuation procedures.
6. Knowledge of human behavior and needs of impaired children.

MINIMUM ELIGIBILITY REQUIREMENTS:

Ability to read, write and follow oral and written instructions.

REVISION EFFECTIVE:

July 1, 1989