



Job/Position Description

JOB/POSITION TITLE: Men's Group Home Parent

Date Posted: November 16, 2023

Reports To: Executive Director

Status: Full time position from 4:30pm-8:30am, Sunday through Thursday nights. You do not have to be awake during the night portions of these hours. Must be available some weekends.

Resumes may be sent to our Executive Director, Wayne Nunnelee, at wayne@mustardseedms.org, or uploaded online after completing a Preliminary Job Application found on our website at mustardseedms.org.

SUMMARY:

The Director of the Men's Group Home is responsible for nurturing and developing a healthy, happy, and safe environment for up to ten of The Mustard Seed's male residents.

The Director of the Men's Group Home reports directly to and works closely with the Executive Director.

JOB RESPONSIBILITIES:

- Develop and prepare well-balanced, nutritionally-healthy meals for up to 10 men
- Demonstrate patience and compassion, while providing a safe, comfortable, and friendly environment for the Seedsters
- Train and supervise Seedsters in daily hygiene routines, independent self-care habits, and household chores
- Plan weekend and evening recreational activities for the group home Seedsters
- Secure appropriate monies and transportation for Weekend Relief Staff
- Schedule Weekend Relief coverage from the approved list of personnel
- Work closely with other designated staff to administer medication when appropriate and authorized by parents or guardians
- Work closely with the Day Program Staff as well as the Special Care Facilitators to implement appropriate behavioral modifications and to maintain appropriate records for each Seedster
- Purchase food and supplies for the group home while maintaining the monthly household budget
- Maintain cleanliness of the group home and surrounding property and promptly notify the operations team of needed repairs and maintenance
- Other duties set forth by the Executive Director

POSITION QUALIFICATIONS:

- Energetic and creative attitude with strong client-relation skills; enthusiasm for the mission of The Mustard Seed and willingness to fully contribute to a team-oriented, fast-paced organization
- Experience with individuals with Special Needs is preferred
- Ability to balance a check book and oversee expenses within a set budget
- Strong project management and time management skills, must be self-motivated
- Excellent communication and organizational skills
- Ability to drive a 15-passenger van
- Ability to perform or be trained in CPR and other First-Aid procedures

*The Mustard Seed is a Christian community for adults with developmental disabilities.
Founded in 1981 to meet the spiritual, physical, emotional, and intellectual needs of adults with special needs,
The Mustard Seed provides a loving and protected environment with meaningful activities which allow the
"Seedsters" to fulfill the potential God has created within them.*