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JOB ANNOUNCEMENT
Overnight Houseparent
Posted: February 20, 2019

The Iowa School for the Deaf is accepting applications for an overnight houseparent position to work in the dormitory. This is a school year position (work schedule follows school calendar – limited opportunities for work outside those dates).

Primary Function: Under general supervision, is directly responsible for the care and welfare of students during their scheduled sleeping hours. Duties require the ability to work with, show concern for, and present a positive example to children, and the ability to act responsibly and with good judgement 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 students for school or activities.
7. Answers the phone and records messages concerning staff or students.
8. Notifies health center in cases of emergency or illness.
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.

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.

KNOWLEDGE, SKILLS, AND ABILITIES:

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

Minimum Eligibility Requirements: Graduation from high school. Courses in physical hygiene, social studies, or other courses pertinent to everyday living preferred. At least one year experience in an area directly applicable to the care and concern for children. Applicants must have the ability to reach the level of sign language proficiency designated for the position within the time frame established by the School's Sign Language Communication Policy.

Applicant must have satisfactory criminal history and child abuse registry background checks before hire.

Wage and Benefits: Pay starts \$14.23/hour. Full Benefits are available.

Work Schedule: Position follows school calendar – no work during school breaks. Schedule is overnights Sunday – Thursday. Occasional weekends work.

APPLICATION PROCEDURE: Apply by downloading application from the 'employment' link on ISD's website www.iowaschoolforthe deaf.org and mailing to ISD, Human Resources, 3501 Harry Langdon Blvd, Council Bluffs, IA 51503; or by coming to ISD's main administration building and turning in an application at the front desk. Or phone 712-366-0571 and request to have an application mailed to you. Be sure to indicate the position you are applying for on the front page.

Completion of the National Career Readiness Certificate (NCRC) is recommended. The NCRC may be completed at any Iowa Workforce Development Office. Please include information for verifying your NCRC certification level with your application materials.