

JOB TITLE:

BROTHER/SISTER (ADULT YEARS)

JOB PURPOSE:

SUPPORTS SIBLINGS

by

maintaining a positive, soothing, caring, and comforting environment; evaluating friendships and associations; listening to concerns; offering assistance; modeling acceptable behaviors; supporting family moral code.

ESSENTIAL FUNCTIONS:

1. DEMONSTRATES LIFE SKILLS

by

modeling acceptable behaviors; passing on experiences; pointing out appropriate and inappropriate behaviors; supporting family moral code; developing meaningful relationships; living within financial means; helping siblings reach potential.

2. CREATES A POSITIVE FAMILY CLIMATE

by

respecting parents; loving unconditionally; participating in family gatherings and activities; minimizing depressing thoughts; avoiding conflict; practicing lessons learned about honesty, empathy, jealousy, self-reliance, cooperation, self-control, competition, sharing, cheerfulness, and kindness; recognizing differences among brothers, brothers-in-law, sisters, sisters-in-law, life partners, and cousins; nurturing self-esteem; maintaining open communication; making time to talk; finding things to laugh about.

3. MAINTAINS CONDUCT

by

accepting responsibility for actions; following rules; accepting consequences of actions.

4. SOOTHES PROBLEMS

by

watching for signs of psychological distress; providing comfort; listening to concerns; offering assistance; pointing out possible resolutions.

5. MAINTAINS FAMILY HEALTH

by

following nutritional and health guidelines; finding ways to reduce stress; participating in physical activities; limiting passive activities; receiving medical care, both physical check-ups and recommended diagnostic and preventive procedures; adhering to prescribed medication routines and dosages; drinking alcohol responsibly; refusing drugs.

6. CONTRIBUTES TO SIBLING DEVELOPMENT

by

welcoming different and new personal dimensions; never giving up; loving always.

See our web site, <http://www.relationshipjobdescriptions.com>, for more relationship job descriptions.

JOB TITLE:

AUNT/UNCLE

JOB PURPOSE:

SUPPORTS DEVELOPMENT OF A RESPONSIBLE ADULT

by

passing on family history; supporting social growth; improving life skills; contributing to a positive environment; providing overnights, outings, and vacations; dining in restaurants; allowing special treats; supporting discipline; keeping safe; supporting parents; spoiling just a little.

1. RELATES FAMILY HISTORY

by

describing family events; looking at photographs, movies, journals, records, and diaries; describing and explaining traditions.

2. SUPPORTS SOCIAL GROWTH

by

providing overnights, outings, and vacations; explaining hobbies and interests; visiting museums and special exhibits; going to the movies; dining out; allowing treats like ice cream and candy.

3. IMPROVES NIECES' AND NEPHEWS' LIFE SKILLS

by

participating in, and conducting, developmental activities; reinforcing a moral code; modeling acceptable behavior; reinforcing coping skills; pointing out appropriate and inappropriate behaviors; promoting curiosity.

4. CONTRIBUTES TO A POSITIVE FAMILY CLIMATE

by

loving unconditionally; keeping in touch; watching for signs of psychological stress; providing comfort; respecting privacy; listening to concerns; offering assistance; pointing out possible problem resolutions; preparing family activities; minimizing depressing thoughts; avoiding conflict; teaching lessons about honesty, empathy, jealousy, self-reliance, cooperation, self-control, competition, sharing, cheerfulness, and kindness; recognizing differences among family members; nurturing self-esteem; maintaining open communication; making time to talk; playing games; expressing interest in nieces' and nephews' activities; finding things to laugh about; giving lots of hugs.

5. SUPPORTS DISCIPLINE

by

acknowledging and enforcing parental guidelines; addressing behaviors instead of personalities.

6. KEEPS NIECES AND NEPHEWS SAFE

by

following nutrition guidelines; identifying life's threats; monitoring reading and viewing subject matter; eliminating hazards in the home; providing safe transportation.

7. SUPPORTS PARENTS

by

attending nieces' and nephews' births; volunteering time; providing child care; relating personal child development experiences and lessons; offering advice and solutions; getting along with other aunts and uncles, and with grandparents.

8. CONTRIBUTES TO FAMILY

by

welcoming different and new personal dimensions; never giving up; loving always; spoiling just a little.

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JOB TITLE:

BABYSITTER

JOB PURPOSE:

CARES FOR AND PROTECTS CHILDREN

by
clarifying child care requirements;
inspecting physical layout, appliance
operation, escape routes, and emergency
resources; remaining vigilant of threatening
circumstances; obtaining emergency
services when needed; playing games;
avoiding conflict; nurturing self-esteem.

ESSENTIAL FUNCTIONS:

1. CLARIFIES CHILD CARE REQUIREMENTS

by
studying schedules, food choices and requirements, medical
conditions, medicine types and dosages, personal habits,
restrictions, and first aid supplies; reviewing reading and viewing
subject-matter requirements.

2. EXAMINES SURROUNDINGS

by
inspecting physical layout; reviewing safe appliance operation;
understanding safety and security devices, escape routes, and
emergency resources.

3. MAINTAINS A SAFE ENVIRONMENT

by
recording parent/guardian location, schedule, and contact
information; remaining vigilant of unusual, suspicious, or dangerous
circumstances; allowing only authorized persons near the children
or onto the premises; notifying police, fire, and emergency services;
rendering first aid.

4. CREATES A POSITIVE CHILD CARE CLIMATE

by
preparing activities; playing games; avoiding conflict; recognizing
differences among children; nurturing self-esteem; having fun.

5. SOOTHES CHILDREN'S PROBLEMS

by

watching for signs of psychological distress; comforting children over scrapes and falls; listening to concerns; offering assistance; pointing out possible resolutions; guiding coping skills.

6. FOLLOWS FAMILY RULES OF CONDUCT

by

expressing desires as what should be done instead of what shouldn't; explaining requirements assertively instead of aggressively; addressing behaviors instead of personalities; applying limits consistently; reporting behavior issues to parents.

7. CONTRIBUTES TO CHILD DEVELOPMENT

by

welcoming different and new personal dimensions; remaining patient, attentive, and focused.

See our web site, <http://www.relationshipjobdescriptions.com>, for more relationship job descriptions.

JOB TITLE:

BOSS/EMPLOYEE

JOB PURPOSE:

BUILDS A POSITIVE, PRODUCTIVE WORK RELATIONSHIP

by

exchanging points of view; developing a complementary way of working together; striving for mutual success; keeping focused on goals; listening attentively to problems, issues, and concerns; examining realities; staying “grounded”; becoming a team; remembering to say “thank you for helping me.”

1. ESTABLISHES COMMON WORK OBJECTIVES

by

exchanging points of view; developing a complementary way of working together; supporting each other’s strengths and weaknesses; finding creative ways to build on each other’s strengths.

2. GIVES PERSONAL RESPECT

by

understanding goals and attitudes; discussing faults, imperfections, irritating behaviors, and mistakes; accepting individuality and differences; admitting errors; finding ways to minimize judgment errors; telling the truth; remaining loyal; maintaining confidences.

3. SUPPORTS THE ORGANIZATION AND EACH OTHER

by

helping each other out whenever possible; striving for mutual success; keeping focused on organization goals.

4. MINIMIZES BAD INTERPERSONAL EXPERIENCES

by

listening attentively to problems, issues, and concerns; accepting explanations as given; alleviating anxieties and fears; offering possible explanations and suggestions; running interference; protecting each other from derogatory remarks and grapevine gossip.

5. PROMOTES BOSS/EMPLOYEE GROWTH AND DEVELOPMENT

by

exploring organization journeys; discovering new ways to complete operations; examining realities; staying “grounded”; becoming “a team.”

6. CONTRIBUTES TO BOSS/EMPLOYEE RELATIONSHIP

by

welcoming different and new personal dimensions; remembering to say “thank you for helping me”; never giving up.

See our web site, <http://www.relationshipjobdescriptions.com>, for more relationship job descriptions.

JOB TITLE:

CAT OWNER

JOB PURPOSE:

PROVIDES A LOVING HOME FOR A CAT

by

considering time available to care for the cat; scheduling routine annual check-ups; neutering or spaying the cat, or breeding the cat at appropriate and healthy intervals; implanting a microchip or attaching a label or tag to cat's collar; providing a sheltered area that protects cat from sun, rain, wind, snow, heat, and cold; showering your cat with affection and love.

ESSENTIAL FUNCTIONS:

% of
time

1. DETERMINES APPROPRIATENESS OF A CAT TO YOUR LIFESTYLE

by

considering time available to care for the cat, for grooming requirements, exercise needs, and companionship you can provide; deciding on which cat breed best suits your situation including good with children if children are involved; evaluating household adaptations, day care if needed, and care during travel if the cat will not accompany you; determining costs for food, supplies, veterinarian, health care, insurance, and cat sitting.

2. MAINTAINS CAT'S HEALTH

by

scheduling routine annual check-ups; maintaining vaccinations.

3. CONTROLS PREGNANCIES

by

neutering or spaying the cat, or breeding the cat at appropriate and healthy intervals.

4. IDENTIFIES CAT

by

implanting a microchip or attaching a label or tag to cat's collar that provides cat's name, address, and your telephone number; keeping municipal license tags up-to-date.

_____ **5. PROTECTS CAT**

by

providing a sheltered area that protects cat from sun, rain, wind, snow, heat, and cold; providing ventilation when cat is momentarily alone in an automotive vehicle; respecting local laws on running at large.

_____ **6. LOVES YOUR CAT**

by

showering your cat with affection and love; being as good a companion to your cat as your cat is to you; monitoring children and their behavior with the cat; giving healthy treats to the cat; buying cat toys and playing with your cat; cuddling your cat.

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resolutions.

5. SUPPORTS LIFE SKILLS DEVELOPMENT

by

modeling acceptable behaviors; passing on experiences; pointing out appropriate and inappropriate behaviors; supporting family moral code; living within financial means; helping siblings reach potential; completing household maintenance chores.

6. MAINTAINS SIBLING HEALTH

by

following nutritional and health guidelines; finding ways to reduce stress; participating in physical activities; limiting passive activities; adhering to prescribed medication routines and dosages; refusing drugs and alcohol.

7. HELPS PREPARE NUTRITIOUS MEALS

by

completing meal preparation tasks; setting the table; cleaning the table; washing dishes; putting clean dinnerware, pots, and silverware away; placing napkins in laundry basket.

8. MAINTAINS FAMILY DINNER TABLE AMBIANCE

by

using utensils and napkin; eating over the plate; resting hands in lap when not using utensils; accepting food and presentation; speaking when not chewing food; complimenting the person who prepared the meal; saying “please” and “thank you” to ask for and receive food and beverages.

9. MAINTAINS PERSONAL LIVING SPACE AND CONTRIBUTES TO HOUSEHOLD CLEANLINESS

by

controlling personal living space orderliness; placing playthings, clothes, books, athletic equipment, and hobbies in designated storage areas; dusting, vacuuming, sweeping, scrubbing, mopping, and polishing surfaces with appropriate household products and implements; enjoying bulletin boards and posters without damage to walls; cautioning siblings about neatness requirements; completing general household chores without complaint and on time.

10. CONTRIBUTES TO SIBLING DEVELOPMENT

by

welcoming different and new personal dimensions; never giving up;
loving always.

See our web site, <http://www.relationshipjobdescriptions.com>, for more relationship job descriptions.

JOB TITLE:

DIETER

JOB PURPOSE:

IMPROVES PERSONAL HEALTH

by

coming to terms with bad eating habits and less-than-optimum food selection choices; evaluating lifestyle activity level; using dietary guidelines to design a diet; consulting a physician regarding diet and exercise plan as relates to general health and medications; understanding calorie-counting basics and food groups; using fat and/or sugar substitutes; checking restaurant menus before deciding to dine; committing 30 minutes a day to being active.

ESSENTIAL FUNCTIONS:

% of
time

- _____ 1. **COMMITTS TO LOSING WEIGHT**
by
coming to terms with bad eating habits and less-than-optimum food selection choices; understanding weight-related illnesses; envisioning looking and feeling healthier; examining expectations and motivations; resolving to eliminate or reduce causes of current behavior; developing goals; obtaining support from friends and/or professional therapists, nutritionists, and exercise physiologists; assessing coping mechanisms; writing a personal commitment contract.
- _____ 2. **SELECTS WEIGHT-REDUCING PROGRAM**
by
evaluating lifestyle activity level; researching established diets; using dietary guidelines to design a diet; understanding personal relationship with food.
- _____ 3. **PREVENTS MEDICAL CONTRAINDICATIONS**
by
consulting physician regarding diet and exercise plan as relates to general health and medications.
- _____ 4. **DEVELOPS WEIGHT-LOSS STRATEGY**
by

envisioning weight-loss results; establishing realistic and achievable targets, actions, timetables, schedules, standards of performance, reinforcements, and punishments; anticipating diet-compromising situations.

_____ **5. EATS HEALTHIER**

by

understanding calorie-counting basics and food groups; using fat and/or sugar substitutes; getting rid of poor-choice foods and snacks in pantry and refrigerator; restocking with healthy foods and snacks; incorporating diet plan into home menu planning; buying only items needed to prepare planned menu; developing a strategy for dining out; checking restaurant menus before deciding to dine; verifying ingredients in unusual dishes; asking for menu substitutions.

_____ **6. COPES WITH CRAVINGS AND SETBACKS**

by

using positive self-talk; reducing situations risky for consuming not-in-the-diet bites, snacks, or drinks; acknowledging slip-ups; thinking and focusing on next time.

_____ **7. BURNS CALORIES**

by

committing 30 minutes a day to being active; increasing exercise to 60 minutes when 30 minutes is no longer fatiguing; lifting weights; jumping rope; riding a bike; walking on a treadmill during favorite TV programs instead of sitting on the couch and eating chips; parking the farthest distance from appointments; using stairs instead of elevators.

_____ **8. MAINTAINS HEALTHY LIFESTYLE**

by

making time for yourself; taking care of you first so you can take care of others; incorporating stress-reducing activities and meditation into lifestyle; planning for treats and enjoying them; supporting friends who want to do the same.

See our web site, <http://www.relationshipjobdescriptions.com>, for more relationship job descriptions.

JOB TITLE:

DOG OWNER

JOB PURPOSE:

PROVIDES A LOVING HOME FOR A DOG

by

considering time available to care for the dog; scheduling routine annual check-ups; neutering or spaying the dog, or breeding the dog at appropriate and healthy intervals; implanting a microchip or attaching a label or tag to dog's collar; providing a sheltered area that protects dog from sun, rain, wind, snow, heat, and cold; showering your dog with affection and love.

ESSENTIAL FUNCTIONS:

% of
time

1. DETERMINES APPROPRIATENESS OF A DOG TO YOUR LIFESTYLE

by

considering time available to care for the dog, for grooming requirements, exercise needs, and companionship you can provide; deciding on which dog breed best suits your situation including good with children if children are involved; evaluating household adaptations, day care if needed, and care during travel if the dog will not accompany you; determining costs for food, supplies, veterinarian, health care, insurance, and dog sitting.

2. MAINTAINS DOG'S HEALTH

by

scheduling routine annual check-ups; maintaining vaccinations.

3. CONTROLS PREGNANCIES

by

neutering or spaying the dog, or breeding the dog at appropriate and healthy intervals.

4. IDENTIFIES DOG

by

implanting a microchip or attaching a label or tag to dog's collar that provides dog's name, address, and your telephone number; keeping municipal license tags up-to-date.

- _____ **5. PROTECTS DOG**
by
providing a sheltered area that protects dog from sun, rain, wind, snow, heat, and cold; providing ventilation when dog is momentarily alone in an automotive vehicle.

- _____ **6. FOLLOWS DOG ORDINANCES**
by
keeping pet on a leash while in public places; obeying “Stoop and Scoop” laws.

- _____ **7. LOVES THE DOG**
by
showering your dog with affection and love; being as good a companion to your dog as your dog is to you; monitoring children and their behavior with the dog; giving healthy treats to the dog; buying dog toys and playing with your dog; cuddling your dog.

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JOB TITLE:

FRIEND

JOB PURPOSE:

BUILDS FRIENDSHIP

by

exploring similar values; maintaining confidences; keeping promises; telling the truth; revealing personal feelings; caring unconditionally; avoiding conflict; praising accomplishments; ignoring imperfections and failures; celebrating the good times; soothing the bad times; helping the friendship grow; just “being there.”

ESSENTIAL FUNCTIONS:

1. DEVELOPS PERSONAL BOND

by

exploring similar values; keeping in touch; paying attention during conversations; continuing empathic dialogue; giving unconditional help; remaining flexible; maintaining confidences; keeping promises; telling the truth; revealing personal feelings.

2. CREATES A POSITIVE CLIMATE

by

caring unconditionally; planning activities; minimizing depressing thoughts; avoiding conflict; upholding values of honesty, empathy, self-reliance, cooperation, self-control, sharing, cheerfulness, and kindness; recognizing differences among friends; nurturing self-esteem; maintaining open communications; making time to talk; finding things to laugh about.

3. ACCEPTS ACTIONS

by

praising accomplishments; withholding negative judgments; ignoring imperfections and failures; talking out differences; forgiving mistakes; remaining loyal.

4. CELEBRATES THE GOOD TIMES

by

listening to details of good fortune; making time to share in happiness; being excited about successes.

5. SOOTHES THE BAD TIMES

by

watching for signs of psychological distress; providing comfort; listening to concerns; offering assistance; pointing out possible resolutions; supporting coping skills.

6. ENHANCES FRIENDSHIP DEVELOPMENT

by

evaluating personal growth opportunities; recognizing and pointing out realities; recommending and encouraging actions; supporting choices.

7. CONTRIBUTES TO FRIENDSHIP GROWTH

by

welcoming differing and new personal values, relationship dimensions, and growth; finding ways to support and foster new depths in the relationship; just “being there.”

See our web site, <http://www.relationshipjobdescriptions.com>, for more relationship job descriptions.

JOB TITLE:

GRANDPARENT

JOB PURPOSE:

SUPPORTS DEVELOPMENT OF A RESPONSIBLE ADULT

by

relating family history; supporting social growth; improving life skills; contributing to a positive family environment; providing overnights, outings, and vacations; dining out; allowing special treats; supporting discipline; keeping safe; supporting parents; giving lots of hugs; spoiling just a little.

1. RELATES FAMILY HISTORY

by

recounting family events; looking at photographs, movies, journals, records, and diaries; describing and explaining traditions; drawing a family tree.

2. SUPPORTS GRANDCHILDREN'S SOCIAL GROWTH

by

providing overnights, outings, and vacations; explaining hobbies and interests; visiting museums and special exhibits; going to the movies; dining out; allowing treats like ice cream and candy.

3. IMPROVES GRANDCHILDREN'S LIFE SKILLS

by

participating and conducting developmental activities; promoting curiosity; reinforcing a moral code; modeling acceptable behavior; reinforcing coping skills; pointing out appropriate and inappropriate behaviors.

4. CONTRIBUTES TO A POSITIVE FAMILY CLIMATE

by

loving unconditionally; keeping in touch; watching for signs of psychological stress; providing comfort; respecting privacy; listening to concerns; offering assistance; pointing out resolutions; preparing family activities; minimizing depressing thoughts; avoiding conflict; teaching lessons about honesty, empathy, jealousy, self-reliance, cooperation, self-control, competition, sharing, cheerfulness, and kindness; recognizing differences among family members; nurturing self-esteem; maintaining open communication; making time to talk; playing games; expressing interest in grandchildren's activities; finding things to laugh about; giving lots of hugs.

5. SUPPORTS DISCIPLINE

by

supporting and enforcing parental guidelines; addressing behaviors instead of personalities; not butting in.

6. KEEPS GRANDCHILDREN SAFE

by

following nutrition guidelines; identifying life's threats; monitoring reading and viewing subject matter; eliminating hazards in the home; providing safe transportation.

7. SUPPORTS CHILDREN

by

attending grandchildren's births; volunteering time; providing child care; relating personal child development experiences and lessons; offering advice and solutions; respecting parental decisions and choices; getting along with other grandparents.

8. CONTRIBUTES TO FAMILY

by

welcoming different and new personal dimensions; never giving up; loving always; spoiling just a little.

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JOB TITLE:

NEIGHBOR/CITIZEN

JOB PURPOSE:

**BUILDS NEIGHBORHOOD AND PROMOTES
COMMUNITY WELFARE**

by

preventing crime; helping neighbors; protecting life and property; building relationships; respecting rights of others; resolving emergencies; protecting environment; keeping self and others safe; supporting the government; defending the nation.

1. RESPECTS RIGHTS OF OTHERS

by

recognizing personal, ethnic, cultural, and religious differences; accepting consequences for own actions; using non-offensive language; living responsibly.

2. HELPS NEIGHBORS

by

offering assistance without being asked; looking out for children and neighbors in need; bringing food or flowers when a neighbor is ill.

3. KEEPS NEIGHBORS SAFE

by

following safe practices; maintaining residence and property; reporting suspicious-looking characters; calling police, fire, and medical emergency personnel; preventing and reporting crimes.

4. ENHANCES NEIGHBORHOOD VALUE AND APPEARANCE

by

maintaining residence and property appearance; reporting blight to the neighborhood association; disposing of trash in appropriate containers; picking up litter; recycling materials; conserving resources.

5. BUILDS NEIGHBORHOOD RELATIONSHIPS

by

visiting with, and talking to, neighbors; regulating personal noise and visual distractions; respecting privacy; establishing shared values and standards of conduct; confronting social disappointments.

6. SUPPORTS GOVERNMENT

by

studying history and national values; understanding executive, legislative, and judicial processes; studying local, national, and foreign issues; evaluating political positions; voting for candidates and issues; expressing opinions to representatives; paying taxes; volunteering community service; following laws and regulations; choosing political paths to follow; supporting candidate choices; contributing skills and effort to national defense.

7. CONTRIBUTES TO NEIGHBORHOOD, COMMUNITY, AND COUNTRY

by

welcoming different and new personal dimensions; demonstrating compassion; welcoming diversity.

See our web site, <http://www.relationshipjobdescriptions.com>, for more relationship job descriptions.

JOB TITLE:**PARENT – INFANT**

JOB PURPOSE:**KEEPS INFANT SAFE AND SOOTHED**

by

identifying life's threats; protecting against hazards; keeping infant in safe positions in safe surroundings; providing exposure to music; talking and reading to infant; holding infant with gentle confidence; recognizing that infants cry to communicate; introducing new foods in positive ways; promoting curiosity; providing a variety of sights and sounds; welcoming different and new personal dimensions; preparing for the future; never giving up; loving unconditionally and always.

ESSENTIAL FUNCTIONS:**1. PROVIDES A SAFE HOME**

by

identifying life's threats; protecting against hazards; determining safest sleep position; ensuring that the cradle, bassinet, or crib is sturdy and located in a safe place; minimizing risk of SIDS (sudden infant death syndrome); keeping soft materials, such as pillows, comforters, and stuffed animals out of the crib; hanging mobiles securely and out of infant's reach; practicing safe bathing techniques; making certain that formulas and foods do not become contaminated.

2. CREATES A POSITIVE INFANT-REARING CLIMATE

by

loving unconditionally; providing nurturing experiences; providing exposure to music; talking and reading in a calming, soothing voice; promoting curiosity; providing a variety of sights and sounds.

3. COMFORTS INFANT

by

handling infant with gentle confidence; making the infant aware of you; gently touching and talking to the infant; lifting correctly; recognizing communication for hunger, tiredness, over-stimulation, new diaper, gas, boredom, or even loneliness; building trust through responsiveness.

4. MAINTAINS INFANT'S HEALTH

by

following nutritional and health guidelines; finding ways to reduce stress; maintaining physical check-up and immunization schedules; adhering to prescribed medication routines and dosages.

5. PROVIDES NUTRITIOUS MEALS

by

ensuring quality water; following diet requirements to produce quality breast milk; selecting recommended formulas; planning healthy menus; preparing shopping lists; shopping for groceries and/or prepared foods; introducing new foods in positive ways; noting improvements and modifications for future meal planning.

6. RE-KINDLES PERSONAL SPIRIT

by

recognizing signs of stress; taking a break; spending time with supportive friends and family; consulting physician and pediatrician for guidance; taking time to reflect on results; resting; re-examining directions; choosing paths to follow; avoiding dissuasion; committing energy; moving forward.

7. PREPARES FOR INFANT'S FUTURE GROWTH AND DEVELOPMENT

by

establishing objectives; promoting curiosity; exploring and evaluating options; developing educational and financial plans; reviewing care options if unable to raise infant to adulthood; creating legal documents and other protections.

8. CONTRIBUTES TO INFANT'S INTELLECTUAL AND PHYSICAL ADVANCEMENTS

by

welcoming different and new personal dimensions; never giving up; loving unconditionally and always.

See our web site, <http://www.relationshipjobdescriptions.com>, for more relationship job descriptions.

JOB TITLE:

PARENT – TODDLER

JOB PURPOSE:

PREPARES TODDLER FOR LEARNING

by

keeping toddler safe; teaching lessons about honesty, jealousy, cooperation, sharing, and cheerfulness; instilling a love of reading and learning; modeling appropriate behaviors; providing healthy meals; maintaining inoculation schedules; expressing desires of what should be done rather than what shouldn't; finding creative ways for toddler to learn to pick-up and put toys away, maintain book shelves, and complete simple household chores; welcoming different and new personal dimensions; preparing for the future; never giving up; loving unconditionally and always.

ESSENTIAL FUNCTIONS:

1. PROVIDES A SAFE HOME

by

identifying life's threats; protecting against hazards; toddler-proofing the home; putting away table adornments; placing safety latches on cupboard doors; installing gates on stairs; putting safety covers on electrical receptacles; providing babysitters with personal location and contact information, or alternative resources.

2. CREATES A POSITIVE CHILD-REARING CLIMATE

by

loving unconditionally; preparing family activities; minimizing depressing thoughts; avoiding conflict; teaching lessons about honesty, jealousy, cooperation, sharing, and cheerfulness; nurturing self-esteem; making time to talk; finding things to laugh about.

3. SOOTHES TODDLER'S PROBLEMS

by

recognizing that toddler's have marvelously inquisitive minds, but absolutely no experience from prior learning to understand "safe or harmful," "good or bad," and "right or wrong"; providing comfort; offering assistance.

4. TEACHES LIFE SKILLS

by

modeling appropriate behaviors; passing on experiences; pointing out appropriate and inappropriate behaviors; instilling a love for reading; demonstrating the excitement of learning new skills.

5. MAINTAINS FAMILY HEALTH

by

following nutritional and health guidelines; finding ways to reduce stress; maintaining physical check-up and immunization schedules; adhering to prescribed medication routines and dosages.

6. PROVIDES NUTRITIOUS MEALS

by

planning healthy menus; preparing shopping lists; shopping for groceries; evaluating food appeal; noting improvement changes for future meal planning.

7. MAINTAINS FAMILY DINNER TABLE AMBIANCE

by

teaching the use of utensils and napkins; teaching table setting tasks; ensuring that all family members demonstrate good manners, and say "please" when asking for and "thank you" when receiving food and beverages; letting toddler help with after-dining clean-up.

8. TEACHES VALUES OF CLEANLINESS AND ORDERLINESS

by

finding creative ways for toddler to pick-up and put toys away, maintain book shelves, dispose of trash, value order in personal space, help prepare clothes for laundering, and put laundered clothes in appropriate storage drawers and closets.

9. PROMOTES LEARNING

by

fostering child's personal exploration of areas of special interest; redirecting interest from inappropriate to appropriate behaviors and activities.

10. ENFORCES DISCIPLINE

by

expressing desires as what should be done instead of what shouldn't; establishing age-appropriate rules and consequences; addressing behaviors instead of personalities; applying conduct guides consistently; applying age-appropriate time-outs with clarity and calm.

11. RE-KINDLES PERSONAL SPIRIT

by

recognizing signs of stress; taking a break; spending time with supportive friends and family; consulting physician and pediatrician for guidance; taking time to reflect on results; resting; re-examining directions; choosing paths to follow; avoiding dissuasion; committing energy; moving forward.

12. PREPARES FOR THE FUTURE

by

establishing objectives; promoting curiosity; exploring and evaluating options; developing educational and financial plans; reviewing care options if unable to raise toddler to adulthood; creating legal documents and other protections.

13. CONTRIBUTES TO TODDLER DEVELOPMENT

by

welcoming different and new personal dimensions; never giving up; loving unconditionally and always.

See our web site, <http://www.relationshipjobdescriptions.com>, for more relationship job descriptions.

JOB TITLE:

PARENT – PRESCHOOLER

JOB PURPOSE:

PREPARES CHILD FOR SCHOOLING

by

keeping the preschooler safe; teaching lessons about honesty, jealousy, cooperation, sharing, and cheerfulness; instilling a love of reading and learning; modeling appropriate behaviors; providing healthy meals; maintaining inoculation schedules; expressing desires of what should be done rather than what shouldn't; teaching game playing, crafts, and electronics; welcoming different and new personal dimensions; preparing for the future; never giving up; loving unconditionally and always.

ESSENTIAL FUNCTIONS:

1. PROVIDES A SAFE HOME

by

identifying life's threats; protecting against hazards; monitoring reading and viewing subject matter; protecting against hazards; training preschooler in emergency evacuations, and how to call for police, fire, and emergency medical services; providing babysitters with personal location and contact information, or alternative resources.

2. CREATES A POSITIVE CHILD-REARING CLIMATE

by

loving unconditionally; preparing family activities; minimizing depressing thoughts; avoiding conflict; teaching lessons about honesty, jealousy, cooperation, sharing, and cheerfulness; nurturing self-esteem; making time to talk; finding things to laugh about.

3. SOOTHES PRE-SCHOOLER'S PROBLEMS

by

watching for signs of psychological distress; providing comfort; listening to concerns; offering assistance; pointing out possible resolutions; teaching coping skills.

4. TEACHES LIFE SKILLS

by

modeling appropriate behaviors; passing on experiences; pointing out appropriate and inappropriate behaviors; instilling a love for reading; demonstrating the excitement of learning new skills; encouraging the preschooler to dress him/herself, including tying shoes.

5. MAINTAINS FAMILY HEALTH

by

following nutritional and health guidelines; finding ways to reduce stress; maintaining physical check-up and immunization schedules; adhering to prescribed medication routines and dosages.

6. PROVIDES NUTRITIOUS MEALS

by

planning healthy menus; preparing shopping lists; shopping for groceries; evaluating food appeal; noting improvement changes for future meal planning.

7. MAINTAINS FAMILY DINNER TABLE AMBIANCE

by

teaching the preschooler how to set the table, remove used utensils and dinnerware, and place utensils in the dishwasher or dish cleaning area; teaching how to fold and place napkins and remove cloth napkins to the laundry area and paper napkins to the trash; ensuring that all family members demonstrate good manners and say "please" and "thank you" when asking for and receiving food and beverages.

8. TEACHES VALUES OF CLEANLINESS AND ORDERLINESS

by

re-enforcing picking up and storage of toys, craft supplies, games and books; disposing of trash; valuing order in personal space; placing clothes to be laundered in laundry basket; teaching how to fold clothes; placing folded clothes in storage drawers; hanging clothes on clothes hangers for closet storage.

9. PROMOTES LEARNING

by

fostering child's personal exploration of areas of special interest; redirecting interest from inappropriate to appropriate behaviors and activities; teaching table games; demonstrating printing letters, using scissors, chalk, crayons, and paint; making things from clay and/or silly putty; completing craft projects; tending a garden; leaning to talk on the telephone and operate electronics, including computers.

10. ENFORCES DISCIPLINE

by

expressing desires as what should be done instead of what shouldn't; establishing age-appropriate rules and consequences; addressing behaviors instead of personalities; applying conduct guides consistently; applying age-appropriate time-outs with clarity and calm.

11. RE-KINDLES PERSONAL SPIRIT

by

recognizing signs of stress; taking a break; spending time with supportive friends and family; consulting physician and pediatrician for guidance; taking time to reflect on results; resting; re-examining directions; choosing paths to follow; avoiding dissuasion; committing energy; moving forward.

12. PREPARES FOR THE FUTURE

by

establishing objectives; promoting curiosity; exploring and evaluating options; developing educational and financial plans; reviewing care options if unable to raise preschooler to adulthood; creating legal documents and other protections.

13. CONTRIBUTES TO PRESCHOOLER DEVELOPMENT

by

welcoming different and new personal dimensions; never giving up; loving unconditionally and always.

See our web site, <http://www.relationshipjobdescriptions.com>, for more relationship job descriptions.

JOB TITLE: PARENT – ELEMENTARY SCHOOL AGE CHILD

JOB PURPOSE: PREPARES ELEMENTARY SCHOOL AGE CHILD FOR LEARNING
by
providing a safe, positive, soothing, caring and comforting environment; providing healthy meals; helping with educational assignments and projects; teaching values; applying conduct guides; evaluating friendships and associations; disciplining fairly; planning for the future; loving unconditionally and always.

ESSENTIAL FUNCTIONS:

1. PROVIDES A SAFE HOME

by
identifying life's threats; monitoring reading and viewing subject matter; protecting against hazards; training elementary school age child in emergency evacuations, and how to call for police, fire, and emergency medical services; providing children with personal location and contact information, or alternative resources.

2. CREATES A POSITIVE CHILD-REARING CLIMATE

by
loving unconditionally; preparing family activities; minimizing depressing thoughts; avoiding conflict; teaching lessons about honesty, empathy, jealousy, self-reliance, cooperation, self-control, competition, sharing, cheerfulness, and kindness; recognizing differences among family members; nurturing self-esteem; respecting privacy; maintaining open communications; making time to talk; finding things to laugh about.

3. SOOTHES ELEMENTARY SCHOOL AGE CHILD'S PROBLEMS

by
watching for signs of psychological distress; providing comfort; listening to concerns; offering assistance; pointing out possible resolutions; teaching coping skills.

4. TEACHES LIFE SKILLS

by

discussing a moral code; modeling appropriate behaviors; passing on experiences; teaching financial responsibility; pointing out appropriate and inappropriate behaviors.

5. MAINTAINS FAMILY HEALTH

by

following nutritional and health guidelines; finding ways to reduce stress; encouraging physical activities; limiting passive activities; maintaining physical check-up and immunization schedules; adhering to prescribed medication routines and dosages.

6. PROVIDES NUTRITIOUS MEALS

by

planning healthy menus; preparing shopping lists; shopping for groceries; planning and assigning meal preparation responsibilities; monitoring food preparation; helping pre-teen learn and improve food preparation and serving skills, and after-dinner clean-up techniques; ensuring adherence to recipes; reviewing meal presentation; evaluating food appeal; noting improvement changes for future meal planning.

7. MAINTAINS FAMILY DINNER TABLE AMBIANCE

by

monitoring family members use of utensils and napkins; demonstrating good manners including eating over the plate, resting hands in lap when not using utensils, accepting food and presentation, speaking when not chewing food, complimenting the person who prepared the meal, saying "please" when asking for and "thank you" when receiving food and beverages.

8. TEACHES VALUES OF CLEANLINESS AND ORDERLINESS

by

re-enforcing expectations of an orderly household to which all family members contribute with assigned chores, as well as pitching in when a situation warrants; holding elementary school children accountable for personal space, including making the bed each day, changing linens, dusting furniture, cleaning floor, helping with laundry, folding clothes; placing clothes in storage drawers; hanging clothes on clothes hangers; storing in closet.

9. REQUIRES HELP AROUND THE HOME

by

expecting placement of trash and recyclable trash in containers; removing trash from home to receptacles for pick-up; mowing the grass; seeding and fertilizing the lawn; weeding, planting, and maintaining flowers; growing and harvesting fruits and vegetables; washing and cleaning the family car or van; putting away groceries; helping with other general chores; assisting younger siblings with their chores.

10. SUPPLEMENTS CLASSROOM LEARNING

by

helping elementary school age child utilize library and/or learning center resources; guiding and controlling internet research; helping child prepare for examinations and plan and complete special projects; fostering elementary school age child's personal exploration of areas of special interest; reviewing homework assignments.

11. ENFORCES DISCIPLINE

by

expressing desires as what should be done instead of what shouldn't; explaining requirements assertively instead of aggressively; establishing age-appropriate rules and consequences; addressing behaviors instead of personalities; applying conduct guides consistently; evaluating elementary school age child's friends' conduct; conferring with other parents.

12. RE-KINDLES PERSONAL SPIRIT

by

recognizing signs of stress; taking a break; spending time with supportive friends and family; consulting physician and pediatrician for guidance; taking time to reflect on results; resting; re-examining directions; choosing paths to follow; avoiding dissuasion; committing energy; moving forward.

13. PREPARES FOR THE FUTURE

by

establishing objectives; promoting curiosity; exploring and evaluating options; developing plans; conferring with teachers and counselors; developing educational and financial plans; reviewing care options if unable to raise elementary school age child to adulthood; creating legal documents and other protections.

14. CONTRIBUTES TO ELEMENTARY SCHOOL AGE CHILD DEVELOPMENT

by

welcoming different and new personal dimensions; never giving up;
loving unconditionally and always.

See our web site, <http://www.relationshipjobdescriptions.com>, for more relationship job descriptions.

JOB TITLE:

PARENT - ADOLESCENT

JOB PURPOSE:

PREPARES CHILD FOR RESPONSIBLE ADULTHOOD

by

providing a safe, positive, soothing, caring and comforting environment; serving nutritious food in an amiable environment; helping with educational assignments and projects; teaching values; applying conduct guides; evaluating friendships and associations; disciplining fairly; planning for the future; loving unconditionally and always.

ESSENTIAL FUNCTIONS:

1. PROVIDES A SAFE HOME

by

identifying life's threats; monitoring reading and viewing subject matter; protecting against hazards; training children in emergency evacuations, and how to call for police, fire, and emergency medical services; providing children with personal location and contact information, or alternative resources.

2. CREATES A POSITIVE CHILD REARING CLIMATE

by

loving unconditionally; preparing family activities; minimizing depressing thoughts; avoiding conflict; teaching lessons about honesty, empathy, jealousy, self-reliance, cooperation, self-control, competition, sharing, cheerfulness, and kindness; recognizing differences among family members; nurturing self-esteem; respecting privacy; maintaining open communications; making time to talk; finding things to laugh about.

3. SOOTHES CHILDREN'S PROBLEMS

by

watching for signs of psychological distress; providing comfort; listening to concerns; offering assistance; pointing out possible resolutions; teaching coping skills.

4. TEACHES LIFE SKILLS

by

discussing a moral code; modeling appropriate behaviors; passing on experiences; teaching financial responsibility; pointing out appropriate and inappropriate behaviors.

5. MAINTAINS FAMILY HEALTH

by

following nutritional and health guidelines; finding ways to reduce stress; encouraging physical activities; limiting passive activities; maintaining physical check-up and immunization schedules; adhering to prescribed medication routines and dosages.

6. PROVIDES NUTRITIOUS MEALS

by

planning healthy menus; preparing shopping lists; shopping for groceries; planning and assigning meal preparation responsibilities; monitoring food preparation; ensuring adherence to recipes; reviewing meal presentation; evaluating food appeal; noting improvement changes for future meal planning.

7. MAINTAINS FAMILY DINNER TABLE AMBIANCE

by

instructing family members about using utensils and napkin; demonstrating good manners including eating over the plate; resting hands in lap when not using utensils; accepting food and presentation; speaking when not chewing food; complimenting the person who prepared the meal; saying “please” and “thank you” when asking for and receiving food and beverages.

8. SUPPLEMENTS CLASSROOM LEARNING

by

helping children utilize library and/or learning center resources; guiding and controlling internet research; helping children to prepare for examinations, and to plan and complete special projects; fostering children’s personal exploration of areas of special interest; reviewing homework assignments.

9. ENFORCES DISCIPLINE

by

expressing desires as what should be done instead of what shouldn't; explaining requirements assertively instead of aggressively; establishing age-appropriate rules and consequences; addressing behaviors instead of personalities; applying conduct guides consistently; evaluating children's friends' conduct; conferring with other parents.

10. PREPARES FOR THE FUTURE

by

establishing objectives; promoting curiosity; exploring and evaluating options; developing plans; conferring with teachers and counselors; developing educational and financial plans; reviewing care options if unable to raise children to adulthood; creating legal documents and other protections.

11. CONTRIBUTES TO CHILD DEVELOPMENT

by

welcoming different and new personal dimensions; never giving up; loving unconditionally and always.

See our web site, <http://www.relationshipjobdescriptions.com>, for more relationship job descriptions.

JOB TITLE:

PARENT – PRE-TEEN

JOB PURPOSE:

PREPARES PRE-TEEN FOR RESPONSIBLE ADULTHOOD

by

providing a safe, positive, soothing, caring and comforting environment; providing healthy meals; helping with educational assignments and projects; teaching values; applying conduct guides; evaluating friendships and associations; disciplining fairly; preparing for the future; loving unconditionally and always.

ESSENTIAL FUNCTIONS:

1. PROVIDES A SAFE HOME

by

identifying life's threats; monitoring reading and viewing subject matter; protecting against hazards; training pre-teen child in emergency evacuations, and how to call for police, fire, and emergency medical services; teaching pre-teen how to help younger siblings; providing children with personal location and contact information, or alternative resources.

2. CREATES A POSITIVE PRE-TEEN REARING CLIMATE

by

loving unconditionally; preparing family activities; minimizing depressing thoughts; avoiding conflict; teaching lessons about honesty, empathy, jealousy, self-reliance, cooperation, self-control, competition, sharing, cheerfulness, and kindness; recognizing differences among family members; nurturing self-esteem; respecting privacy; maintaining open communications; making time to talk; finding things to laugh about.

3. SOOTHES PRE-TEEN'S PROBLEMS

by

watching for signs of psychological distress; providing comfort; listening to concerns; offering assistance; pointing out possible resolutions; teaching coping skills.

4. TEACHES LIFE SKILLS

by

discussing a moral code; modeling appropriate behaviors; passing on experiences; teaching financial responsibility; pointing out appropriate and inappropriate behaviors.

5. MAINTAINS FAMILY HEALTH

by

following nutritional and health guidelines; finding ways to reduce stress; encouraging physical activities; limiting passive activities; maintaining physical check-up and immunization schedules; adhering to prescribed medication routines and dosages.

6. PROVIDES NUTRITIOUS MEALS

by

planning healthy menus; preparing shopping lists; shopping for groceries; planning and assigning meal preparation responsibilities; monitoring food preparation; helping pre-teen learn and improve food preparation and serving skills, and after-dinner clean-up techniques; ensuring adherence to recipes; reviewing meal presentation; evaluating food appeal; noting improvement changes for future meal planning.

7. MAINTAINS FAMILY DINNER TABLE AMBIANCE

by

reminding pre-teen how to use utensils and napkins; demonstrating good manners including eating over the plate, resting hands in lap when not using utensils, accepting food and presentation, speaking when not chewing food, complimenting the family members who prepared the meal, saying "please when asking for and "thank you" when receiving food and beverages.

8. TEACHES VALUES OF CLEANLINESS AND ORDERLINESS

by

re-enforcing expectations of an orderly household to which all family members contribute with assigned chores, as well as pitching in when a situation warrants; holding pre-teens responsible for personal space, including making the bed each day, changing linens, dusting furniture, cleaning floor, helping with laundry, folding clothes; placing clothes in storage drawers; hanging clothes on clothes hangers for closet storage.

9. REQUIRES HELP AROUND THE HOME

by

expecting placement of trash and recyclable trash in containers, removing trash from home to receptacles for pick-up; mowing the grass; seeding and fertilizing the lawn; weeding, planting and maintaining flowers; growing and harvesting fruits and vegetables; washing and cleaning the family car or van; putting away groceries; helping with other general chores; assisting siblings with their chores.

10. SUPPLEMENTS CLASSROOM LEARNING

by

helping pre-teen utilize library and/or learning center resources; guiding and controlling internet research; helping pre-teen prepare for examinations, and plan and complete special projects; fostering pre-teen's personal exploration of areas of special interest; reviewing homework assignments.

11. ENFORCES DISCIPLINE

by

expressing desires as what should be done instead of what shouldn't; explaining requirements assertively instead of aggressively; establishing age-appropriate rules and consequences; addressing behaviors instead of personalities; applying conduct guides consistently; evaluating child's friends' conduct; conferring with other parents.

12. RE-KINDLES PERSONAL SPIRIT

by

recognizing signs of stress; taking a break; spending time with supportive friends and family; consulting physician and pediatrician for guidance; taking time to reflect on results; resting; re-examining directions; choosing paths to follow; avoiding dissuasion; committing energy; moving forward.

13. PREPARES FOR THE FUTURE

by

establishing objectives; promoting curiosity; exploring and evaluating options; developing plans; conferring with teachers and counselors; developing educational and financial plans; reviewing care options if unable to raise pre-teen to adulthood; creating legal documents and other protections.

14. CONTRIBUTES TO PRE-TEEN DEVELOPMENT

by

welcoming different and new personal dimensions; never giving up;
loving unconditionally and always.

See our web site, <http://www.relationshipjobdescriptions.com>, for more relationship job descriptions.

JOB TITLE:

PARENT – TEENAGER

JOB PURPOSE:

PREPARES TEENAGER FOR RESPONSIBLE ADULTHOOD

by

providing a safe, positive, soothing, caring and comforting environment; serving nutritious food in an amiable environment; helping with educational assignments and projects; teaching values; applying conduct guides; evaluating friendships and associations; disciplining fairly; planning for the future; loving unconditionally and always.

ESSENTIAL FUNCTIONS:

1. PROVIDES A SAFE HOME

by

identifying life's threats; monitoring reading and viewing subject matter; protecting against hazards; relying on teenager to support emergency evacuations, call for police, fire, and emergency medical services; providing children with personal location and contact information, or alternative resources.

2. CREATES A POSITIVE TEEN REARING CLIMATE

by

loving unconditionally; preparing family activities; minimizing depressing thoughts; avoiding conflict; teaching lessons about honesty, empathy, jealousy, self-reliance, cooperation, self-control, competition, sharing, cheerfulness, and kindness; recognizing differences among family members; nurturing self-esteem; respecting privacy; maintaining open communications; making time to talk; finding things to laugh about.

3. SOOTHES PRE-TEEN'S PROBLEMS

by

watching for signs of psychological distress; providing comfort; listening to concerns; offering assistance; pointing out possible resolutions; teaching coping skills.

4. TEACHES LIFE SKILLS

by

discussing a moral code; exploring how to solve problems; discussing and evaluating optional behaviors; modeling appropriate behaviors; pointing out appropriate and inappropriate behaviors; passing on experiences; teaching financial responsibility.

5. MAINTAINS FAMILY HEALTH

by

following nutritional and health guidelines; finding ways to reduce stress; encouraging physical activities; limiting passive activities; controlling video game usage; monitoring television and movie-watching decisions; monitoring telephone use and friend and acquaintance choices; maintaining physical check-up and immunization schedules; adhering to prescribed medication routines and dosages.

6. PROVIDES NUTRITIOUS MEALS

by

planning healthy menus; preparing shopping lists; shopping for groceries; planning and assigning meal preparation responsibilities; monitoring food preparation; helping teenager learn meal planning and improve food preparation and serving skills; ensuring adherence to recipes; reviewing meal presentation; evaluating food appeal; noting improvement changes for future meal planning.

7. MAINTAINS FAMILY DINNER TABLE AMBIANCE

by

reminding teenager how to use utensils and napkins; demonstrating good manners including eating over the plate, resting hands in lap when not using utensils, accepting food and presentation, speaking when not chewing food, complimenting the person who prepared the meal, saying "please" when asking for and "thank you" when receiving food and beverages.

8. TEACHES VALUES OF CLEANLINESS AND ORDERLINESS

by

re-enforcing expectations of an orderly household to which all family members contribute with assigned chores, as well as pitching in when a situation warrants; holding teens responsible for personal space, including making the bed each day, changing linens, dusting furniture, cleaning floor, helping with laundry, folding clothes; placing clothes in storage drawers; hanging clothes on clothes hangers and storing in closets.

9. REQUIRES HELP AROUND THE HOME

by

expecting placement of trash and recyclable trash in containers, removing trash from home to receptacles for pick-up; mowing the grass; seeding and fertilizing the lawn; weeding, planting, and maintaining flowers; growing and harvesting fruits and vegetables; washing and cleaning the family car or van; putting away groceries; helping with home general cleaning; helping with household repairs; painting and staining surfaces; operating carpet-cleaning and other household maintenance equipment; assisting younger siblings with their chores.

10. SUPPLEMENTS CLASSROOM LEARNING

by

helping teenager utilize library and/or learning center resources; guiding and controlling internet research; helping teenager prepare for examinations, and plan and complete special projects; fostering teenager's personal exploration of areas of special interest; reviewing homework assignments; planning for future education and career.

11. ENFORCES DISCIPLINE

by

expressing desires as what should be done instead of what shouldn't; explaining requirements assertively instead of aggressively; establishing pre-teen appropriate rules and consequences; addressing behaviors instead of personalities; applying conduct guides consistently; evaluating pre-teens friends' conduct; conferring with other parents.

12. RE-KINDLES PERSONAL SPIRIT

by

recognizing signs of stress; taking a break; spending time with supportive friends and family; consulting physician and pediatrician for guidance; taking time to reflect on results; resting; re-examining directions; choosing paths to follow; avoiding dissuasion; committing energy; moving forward.

13. PREPARES FOR THE FUTURE

by

establishing objectives; promoting curiosity; exploring and evaluating options; developing plans; conferring with teachers and counselors; developing educational and financial plans; reviewing care options if unable to raise children to adulthood; creating legal documents and other protections.

14. CONTRIBUTES TO TEENAGER DEVELOPMENT

by

welcoming different and new personal dimensions; never giving up;
loving unconditionally and always.

See our web site, <http://www.relationshipjobdescriptions.com>, for more relationship job descriptions.

JOB TITLE:

PARENT – ADULT

JOB PURPOSE:

SUPPORTS ADULT CHILD

by

watching for signs of psychological distress; providing comfort; modeling coping skills; discovering new, “happy” ways to commemorate the good times; fostering exploration of areas of special interest; just being there at career disappointments and relationship difficulties; encouraging self-discovery and personal growth; offering support and understanding in tragic times; loving unconditionally and always.

ESSENTIAL FUNCTIONS:

1. PROVIDES A SAFE, COMFORTING HAVEN

by

watching for signs of psychological distress; providing comfort; listening to concerns; offering assistance; pointing out possible resolutions; modeling coping skills.

2. MAINTAINS A POSITIVE RELATIONSHIP

by

loving unconditionally; participating in adult child’s activities and life events; minimizing depressing thoughts; avoiding conflict; modeling honesty, empathy, jealousy, self-reliance, cooperation, self-control, sharing, cheerfulness, and kindness; recognizing differences among family members; nurturing self-esteem; respecting privacy; maintaining open communications; making time to talk; finding things to laugh about.

3. SUPPORTS LIFE SKILLS

by

demonstrating a moral code; modeling appropriate behaviors; passing on experiences; re-enforcing financial responsibility; differentiating between appropriate and potentially inappropriate behaviors.

4. SUPPORTS ADULT CHILD'S HEALTH

by

encouraging adherence to nutritional and health guidelines; fostering ways to reduce stress; encouraging physical activities; supporting the maintenance of physical check-up and immunization schedules and adherence to prescribed medication routines and dosages.

5. CELEBRATES FAMILY EVENTS

by

planning menus; preparing food; organizing trips and special occasions; discovering new, "happy" ways to commemorate the good times.

6. SUPPORTS LIFE-LONG LEARNING

by

fostering adult child's exploration of areas of special interest; celebrating new skills and accomplishments; encouraging self-discovery and personal growth.

7. OFFERS COMFORT IN TIMES OF TRAGEDY AND LOSS

by

offering support and understanding; being empathic; just being there at career disappointments and relationship difficulties.

8. CONTINUES PARENTING CYCLE

by

being grandparents who exemplify all that they have been as parents; demonstrating even more patience and understanding with children and/or grandchildren; passing on the lessons that life has taught them; teaching tolerance, forgiveness, compassion; loving life and those around them.

9. RE-KINDLES PERSONAL SPIRIT

by

recognizing signs of stress; taking a break; spending time with supportive friends and family; consulting physician for guidance; taking time to reflect on results; resting; re-examining directions; choosing paths to follow; avoiding dissuasion; committing energy; moving forward

10. CONTRIBUTES TO ADULT CHILD'S DEVELOPMENT

by

welcoming different and new personal dimensions; never giving up;
loving unconditionally and always.

See our web site, <http://www.relationshipjobdescriptions.com>, for more relationship job descriptions.

JOB TITLE:

ROMANTIC PARTNER

JOB PURPOSE:

KEEPS ROMANCE ALIVE

by

making greetings and goodbyes special; scattering favorite flower petals; driving into the sunrise or sunset to a secret rendezvous; creating an inviting dining table; telling your partner how lucky you feel to have the other in your life; examining shared and personal objectives; setting new directions.

ESSENTIAL FUNCTIONS:

% of
time

- _____ 1. **PAYS ATTENTION TO PARTNER**
by
making greetings and goodbyes special; remembering birthdays, anniversaries, and special days; creating new special days; experiencing the joy of each other; just being together; creating your own celebration or significance card; writing a letter.
- _____ 2. **BRINGS VARIETY TO SURROUNDINGS**
by
creating a warm mood with candlelight; placing bouquets; scattering favorite flower petals; setting out wine, cheese, fruit, and chocolate; playing romantic music; reading poetry; leaving love notes where your partner will find them, especially when you travel alone.
- _____ 3. **STAGES SURPRISE GET-A-WAYS**
by
planning a picnic on a warm, sunny day, or in the rain in a secluded spot; driving into the sunrise or sunset to a secret rendezvous; making extended travel arrangements; packing bags; starting an elopement with French champagne; hiring a chauffeur.

- _____ **4. PREPARES SPECIAL MEALS**
by
researching memorable recipes; shopping for unusual ingredients; completing food preparations; creating an inviting dining table; lighting candles; researching the food-appropriate wine and bringing it to ideal temperature; obtaining music appropriate to the meal, including ethnic recordings; presenting food artistically; hiring a personal chef; focusing on the magic of the dining moment; dancing afterward.

- _____ **5. BASKS IN THE RELATIONSHIP**
by
relaxing together; telling your partner how lucky you feel to have the other in your life; identifying what s/he has done in the past week that has made you feel special and loved; savoring moments.

- _____ **6. ENHANCES THE RELATIONSHIP**
by
exploring each other's feelings; examining shared and personal objectives; setting new directions.

See our web site, <http://www.relationshipjobdescriptions.com>, for more relationship job descriptions.

JOB TITLE:

SON/DAUGHTER

JOB PURPOSE:

LIVES RESPONSIBLY

by

staying safe; maintaining personal living space; completing general household chores and helping with food preparation without complaint and on time; maintaining family dinner table ambiance; learning life skills; solving problems; remaining positive; following rules; accepting responsibility for actions; accepting consequences of decisions; choosing responsible friends; preparing for the future.

1. STAYS SAFE

by

following proper nutrition and exercise programs; protecting against life's threats; respecting privacy of others; reading and viewing age-appropriate subject matter; monitoring health status; keeping health care appointments; eliminating hazards in the home; following safe transportation rules.

2. MAINTAINS PERSONAL LIVING SPACE AND CONTRIBUTES TO HOUSEHOLD CLEANLINESS

by

controlling personal living space orderliness; placing playthings, clothes, books, athletic equipment, and hobbies in designated storage areas; dusting, vacuuming, sweeping, scrubbing, mopping, and polishing surfaces with appropriate household products and implements; enjoying bulletin boards and posters without damage to walls; cautioning siblings about neatness requirements; completing general household chores without complaint and on time.

3. HELPS PROVIDE NUTRITIOUS MEALS

by

helping with food preparation; setting the table; making and arranging decorations for special family events.

4. MAINTAINS FAMILY DINNER TABLE AMBIANCE

by

using napkin and correct utensils; demonstrating good manners including eating over the plate; resting hands in lap when not using utensils; accepting food and presentation; speaking when not chewing food; complimenting the person who prepared the meal; saying "please" and "thank you" when asking for, and receiving, food and beverages.

5. LEARNS LIFE SKILLS

by

developing a moral code; demonstrating acceptable behaviors; considering experiences related by adults; living within financial means.

6. SOLVES PERSONAL PROBLEMS

by

acknowledging psychological distress; asking for help; expressing concerns; accepting assistance; exploring possible resolutions; learning coping skills.

7. REMAINS POSITIVE

by

respecting parents; participating in family activities; minimizing depressing thoughts; avoiding conflict; learning lessons about honesty, empathy, jealousy, self-reliance, cooperation, self-control, competition, sharing, cheerfulness, and kindness; recognizing differences among family members; developing self-esteem; maintaining open communications; making time to talk; finding things to laugh about.

8. MAINTAINS CONDUCT

by

following rules; accepting responsibility for actions; accepting consequences of decisions; choosing responsible friends; refusing drugs and alcohol.

9. PREPARES FOR THE FUTURE

by

establishing objectives; investigating new ideas; exploring and evaluating options; developing plans; completing homework; conferring with teachers and counselors.

10. CONTRIBUTES TO FAMILY

by

welcoming different and new personal dimensions; resolving self-weaknesses; never giving up.

See our web site, <http://www.relationshipjobdescriptions.com>, for more relationship job descriptions.

JOB TITLE:

SPOUSE/LIFE PARTNER

JOB PURPOSE:

BUILDS A CARING MARRIAGE/LIFE PARTNERSHIP

by

exploring and determining that objectives for the relationship are shared; understanding goals and attitudes; overlooking faults, imperfections, and mistakes; subordinating personal whims when the other is in need; being romantic; alleviating anxieties and fears; being the shelter in the storm; understanding the need for financial stability.

1. ESTABLISHES A COMMON VISION

by

fashioning a complementary way of traveling life's road; exchanging points of view; examining strengths and weaknesses; finding creative ways to build on each other's strengths.

2. GIVES RESPECT

by

understanding goals and attitudes; overlooking faults, imperfections, irritating behaviors, and mistakes; accepting individuality and differences; admitting errors; listening sincerely; telling the truth; remaining loyal; maintaining confidences.

3. SHOWS KINDNESS

by

subordinating personal whims when the other is in need; helping out whenever possible; striving for mutual happiness.

4. EXPRESSES DELIGHT IN THE RELATIONSHIP

by

staging surprises; remembering special occasions; being romantic; acknowledging kindnesses; praising personal and professional accomplishments.

5. MELLOWS BAD EXPERIENCES

by

listening attentively to problems, issues, and concerns; accepting explanations as given; alleviating anxieties and fears; offering possible explanations and suggestions; running interference; offering protection from life's storms.

6. MAINTAINS FINANCIAL STABILITY

by

establishing budgets; living within means; developing financial plans;
analyzing investment opportunities; saving for future financial needs.

7. PROMOTES INDIVIDUAL AND COUPLE GROWTH AND DEVELOPMENT

by

exploring life's journeys; discovering new aspects of life; examining realities;
staying "grounded"; becoming "as one."

8. CONTRIBUTES TO MARRIAGE/LIFE PARTNERSHIP

by

welcoming different and new personal dimensions; remembering to say "I
love you" and "I'm proud of you"; never giving up.

See our web site, <http://www.relationshipjobdescriptions.com>, for more relationship job descriptions.

JOB TITLE:

STUDENT

JOB PURPOSE:

DEVELOPS KNOWLEDGE AND SKILLS FOR A SUCCESSFUL LIFE

by

learning lessons; participating in learning environment; maintaining health; respecting teachers and classmates; engaging in discussions; completing assignments; keeping parents or guardians informed of accomplishments and need for their help.

ESSENTIAL FUNCTIONS:

1. PREPARES FOR SCHOOL

by

setting alarm clock; completing washing, grooming, and dressing; eating breakfast; gathering homework, books, and other materials required for the school day; deciding what to take for lunch or what to buy in the school cafeteria; allowing time to prepare food, package it, and pack it; taking lunch money; adding needed items to grocery list.

2. RIDES SCHOOL BUS TO SCHOOL

by

walking to bus stop; boarding bus; following bus safety and behavior rules.

3. RESPECTS TEACHERS AND CLASSMATES

by

being on time for class; paying attention; asking and answering questions; staying focused on the subject matter; following school rules; helping other students; engaging in discussions; offering understanding of different points of view; completing assignments; cautioning other students to follow rules.

4. LEARNS LESSONS

by

understanding learning objectives; applying suggested study habits; completing preparations and assignments; exploring related information; developing intellectual curiosity; managing time; setting priorities; asking for clarification and help; applying new information; keeping an open mind.

5. MAINTAINS HEALTH

by
following nutritional and health guidelines; finding ways to reduce stress.

6. SUPPLEMENTS CLASSROOM LEARNING

by
utilizing the resources of the library and/or learning center;
conducting Internet research; completing homework assignments;
preparing for examinations; planning and completing special projects.

7. KEEPS PARENTS OR GUARDIAN INFORMED

by
bringing notices and papers home for review; forwarding meeting and conference schedules; reviewing report cards together; eliciting help with special projects; confiding special problems or concerns.

8. CONTRIBUTES TO LEARNING

by
welcoming different and new personal dimensions; never giving up.

See our web site, <http://www.relationshipjobdescriptions.com>, for more relationship job descriptions.

JOB TITLE:

TEAM PLAYER

JOB PURPOSE:

BUILDS A POSITIVE, PRODUCTIVE WORK TEAM

by

exchanging points of view; developing a complementary way of working together; striving for mutual success; keeping focused on goals; listening attentively to problems, issues, and concerns; examining realities; staying “grounded”; remembering to say “thank you for helping me.”

1. ESTABLISHES COMMON WORK OBJECTIVES

by

meeting and getting to know other team members; asking questions about goals and methods; learning what is expected of team members; seeking clarity about the team’s basic mission; supporting each team member’s strengths and weaknesses; finding creative ways to build on each other’s strengths; striving for team success; keeping focused on organization goals.

2. PROMOTES TEAM GROWTH AND DEVELOPMENT

by

ensuring efficient solution of business problems; helping the team establish long-range goals and short-term objectives; maintaining a participatory decision-making climate; bringing out diverse ideas; challenging assumptions; remaining factual, flexible, encouraging, and candid.

3. GIVES PERSONAL RESPECT

by

understanding goals and attitudes; discussing faults, imperfections, irritating behaviors, and mistakes; accepting individuality and differences; admitting errors; finding ways to minimize judgment errors; listening sincerely; telling the truth; remaining loyal; maintaining confidences.

4. MINIMIZES CONFLICTS

by

pressing for an honest discussion of differences; promoting cooperation by all team members; offering reasons why one side or the other is correct; seeing differences as a basis for a possible change in team direction; trying to break tension with a supportive or humorous remark.

5. PREVENTS TEAM FROM GOING IN THE WRONG DIRECTION

by

pushing for increased emphasis on listening, feedback, and participation; asking tough questions; providing solid data; pressing for candid discussions of team problems; working hard to provide more and better information; suggesting that the team revisit its basic mission.

6. SUPPORTS TEAM DECISION MAKING

by

keeping focused on the team's mission and goals; supporting consensus-building and an open and candid assessment of the issues; keeping team members focused on the weight of the evidence rather than personalities and individual preferences.

7. CONTRIBUTES TO TEAM

by

welcoming different and new personal dimensions; remembering to say "thank you for helping me with my contributions to the team"; never giving up.

See our web site, <http://www.relationshipjobdescriptions.com>, for more relationship job descriptions.

JOB TITLE:

UNEMPLOYED PERSON

JOB PURPOSE:

GROWS FROM A JOB LOSS

by

seeing a pink slip as an opportunity; viewing a job exploration as a time of self-discovery and self-renewal; finding ways to maintain financial solvency; recognizing and seeking the support of friends and family; staying healthy and energized; developing a results-oriented résumé; learning to articulate the relevance of past job results accomplished to the job being sought; focusing on the excitement of what is yet to come in your life.

ESSENTIAL FUNCTIONS:

% of
time

_____ **1. HEALS AND MOVES FORWARD**

by

accepting inner turmoil and evidence of difficulty with thinking, concentrating, and making decisions; recognizing feelings of worthlessness, guilt, and hyper self-criticism; expressing anger, sorrow, grief, guilt, and sometimes even relief or excitement; focusing on positive self talk; reaching out to family and friends.

_____ **2. ASSESSES FINANCIAL SITUATION**

by

retrieving savings account of six months' income for this emergency; calculating expenditures to service debt load; re-assessing spending patterns; cutting to the core of living expenses to maximize solvency, protect assets, and maintain financial stability for the duration of the job search; identifying new expenditures associated with the job search; restating budget; assessing other asset preservation moves, such as mortgage re-financing, second mortgages; reducing expenditures for non-essential items such as clothes, dining out, convenience foods, entertainment, and vacations;.

3. STAYS HEALTHY

by

eating appropriate foods at regular intervals; avoiding false states of happiness or euphoria brought on by alcohol and drugs; exercising regularly; keeping a routine and regular activity schedule; envisioning future successes.

4. ASSESSES STRENGTHS AND WEAKNESSES

by

reflecting on accomplishments; evaluating hindrances to success; determining changes in attitude and behavior; reflecting on choices; setting goals; deciding necessary actions; creating and accomplishing a to-do list.

5. INCREASES JOB-HUNTING SAVVY

by

reading and absorbing as much job-hunting information as possible every day; remembering that knowledge is power; staying focused on the fact that looking for a job is a job; spending at least 35 hours a week on the job search.

6. DEVELOPS NETWORK OF OPPORTUNITY REFERRALS

by

creating a two-minute synopsis of next career move; gaining job search ideas and leads from personal and professional friends and acquaintances; expanding your network; following up with thank-you notes to contacts; joining job search support groups.

7. TAPS INTO THE HIDDEN JOB MARKET

by

motivating employers to create new jobs based on what you can bring to their companies; touting your talents and accomplishments.

8. PREPARES FOR INTERVIEWS

by

developing a results-oriented resume that focuses on the results you accomplished in the past rather than the things you did and articulates the impact you had on the organizations you served; articulating, in a memorable and unique way, how results you accomplished in the past are relevant to the job being discussed; practicing interviews with friends, family, and other job seekers.

_____ **9. DRESSES FOR SUCCESS**

by

reviewing your personal grooming; taking a critical look in the mirror; improving your appearance in natural ways; determining the dress code of a potential employer; dressing to the code or one-step up from the code; appearing in clean and pressed clothes.

_____ **10. EVALUATES JOB INTERVIEW PERFORMANCE**

by

listing positive and negative aspects of how you think you were perceived, of questions that were troublesome, and of how you might respond differently in the future; viewing the experience as part of your self-exploration and job/career quest.

_____ **11. MOVES JOB QUEST FORWARD**

by

reviewing and updating résumé; finding new job opportunity venues to explore; completing applications and interviews; researching companies and potential opportunities; seeking ways to uniquely express your niche; never giving up.

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JOB TITLE:

WOULD-BE ENTREPRENEUR

JOB PURPOSE:

BECOMES AN ENTREPRENEUR

by
evaluating suitability, independent action, and hard work; considering personal attributes to be successful; taking the initiative to begin the venture; getting the business, marketing, and financial plans in writing; financing the venture; always presenting a “positive view” of the business; moving forward; never looking back.

ESSENTIAL FUNCTIONS:

% of
time

_____ **1. EXAMINES WHETHER STARTING A BUSINESS IS THE RIGHT MOVE**

by
answering “yes” to these three basic questions: Do I really want to operate independently and be the person making all the decisions and shouldering all the responsibility?, Am I willing to work hard and make the sacrifices starting a business entails? Do I have the self-confidence and self-discipline that will enable me to build my new enterprise into a success?

_____ **2. DETERMINES WHETHER “SUCCESS” ATTRIBUTES ARE PRESENT**

by
considering whether I have perseverance, the desire and willingness to take the initiative, competitiveness, self-reliance, a strong need to achieve, self-confidence, flexibility, and good physical health, self-motivation, business and industry knowledge, organization and management capabilities, marketing skill, customer/vendor relations savvy, and vision.

_____ **3. DEVELOPS A BUSINESS PLAN**

by
calculating start-up costs, projecting sales; determining ongoing cash requirements, breakeven points, and profit margins; establishing budgets.

- _____ **4. DESIGNS A MARKETING PLAN**
by
assessing competition; determining what has worked for them;
learning creative ways to establish a market niche

- _____ **5. FINANCES THE ENTERPRISE**
by
raising capital from friends and relatives; obtaining funding
assistance from the Small Business Administration; investing
personal funds; re-financing real estate debt; taking out personal
loans.

- _____ **7. GOES FULL STEAM AHEAD**
by
realizing that future pay checks depend on business success;
gathering a good team of legal, accounting, and other specialists;
obtaining media coverage for the new venture; reaching out to the
community; networking continuously; always presenting a positive
view of the enterprise; “no whining;” never looking back; staying
focused; thinking tomorrow.

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