



## Specialized Housing, Inc.

*Innovative Housing for Adults with Additional Needs*

### **LIVE-IN STAFF-JOB DESCRIPTION**

**QUALIFICATIONS**—bachelor's degree (or equivalent experience), experience in residential care, familiarity with the developmentally disabled population.

**DUTIES**--direct support and on-call services as assigned by house manager.

**OVERNIGHT AND EARLY MORNING**—If the household has two live-in staff, the provision of three overnights total per week of emergency on-call supervision, three early mornings of direct supervision, and one eight hour direct care shift in the house for the residents living at this address.

If the household has one live-in staff, the provision of five overnights and five early mornings. The exact scheduling is to be determined by the house manager.

Evening—Report to house manager by prior arrangement. Walk through the entire house at beginning of shift. Check whereabouts of all residents.

Early AM—Responsible for making sure that residents are groomed properly and attired properly for the weather and the activity. May need to assist residents with arranging transportation to work, communicating with supervisor if out sick, communicate anything unusual to house manager before going off duty, such as resident staying home because of illness.

Participate in supervisory, staff, and resident meetings as required.

Responsible for fulfilling on-call assignments.

Duties on site in household or in community engaged in activities related to the residents of the household. Assists with operations of the house as assigned by house manager, purchasing, supervision of food shopping, and meal preparation.

Directly supervises the residents in personal care, hygiene, laundry, medication monitoring as needed, community survival skills, housekeeping chores, cooking, money management, time management, behavior management, interpersonal skills, etc. Promotes healthy living choices and encourages activities that support healthy living. Assists residents in preparing for activities outside the house. Keeps track of residents' whereabouts. May be asked to assist residents with shopping for and maintaining clothing, and in special house events to celebrate birthdays and holidays.

Communicate with families about arrangements as assigned by house manager.

Makes entries in residents' records, house logs, etc. May transport residents to medical appointments as needed and communicate with physicians.