

The Staff Perspective @ Specialized Housing, Inc.

My day begins by spending the morning engaged in the hobbies, projects, exercise, etc. that make my personal and work life balanced and fulfilling.

A manager is essentially on call at all times with the exception of three weekends per month and scheduled days off. He or she must be prepared to respond to situations that may arise during off time. This includes having to pick up a sick individual from work, covering a shift at the residence, coming in on a snow day, or answering any number of questions specific to the program, physical plant, staffing or individuals.

My workday begins at 2:00 PM every day and progresses through the evening until 10:00 PM. During the afternoon I typically attend to administrative and logistical issues. This includes but is certainly not limited to the following: reading and following up with any specific notes in the staff communication log, returning phone calls to family members, care providers, or vocational providers, scheduling appointments, arranging repairs for the house, ordering medications, or attending staff meetings or meetings specific to an individual.

As the day progresses, residents will begin to trickle in or out depending upon their schedules or plans. During this period before dinner prep begins, the manager will assist in the resident's transition from or to home. This includes overseeing medication administration, supervising a resident's budgeting for the week, supervising chores, taking individuals to appointments, supervising or assisting individuals laundry routine, preparing an individual for an activity such as track, softball, bowling, appointment, et., or interviewing a prospective staff person.

During the later afternoon to early evening the house manager will begin to supervise residents in dinner preparation, providing assistance or instruction as needed. The manager will also assist residents in planning the following week's menu, composing a shopping list, evening hygiene routines or plans for the weekend. All the while the house manager will respond to phone calls, logistical issues, and any interpersonal issue between residents or staff that may arise.

Into the late evening the manager will supervise nighttime medication routines, help people settle down for the night, record any pertinent communications the staff log, sum up the day's events in the resident log. At the end of his or her shift the manager will convey any pertinent information to the overnight staff person.