

brothers & sisters

HOMES

224 W 30th Street
Holland, MI 49423
Phone: (616) 494-6050
Fax: (616) 494-6054

Position Description

Position: Resident Support/Relief Staff

Reports to: Home Supervisor

Status: Part-time, non-exempt

General Responsibilities:

Under the general direction and supervision of the Home Supervisor, Resident Support Staff will provide support services for up to six adults with intellectual and developmental disabilities in a Christian home environment. Resident Support Staff will demonstrate respect for and to all residents while providing support for and/or facilitating daily activities, meals, personal hygiene, medication dispensing, education, or job-related activities.

Specific Responsibilities:

- a. Supervise and provide supports as needed to residents in areas such as personal hygiene, diet, attire, household chores, and daily schedules.
- b. Dispense medication to residents as prescribed.
- c. Continues ongoing objectives of teaching residents independent living skills, self-care skills, and decision-making skills in accordance with their PCP.
- d. Monitor interactions between residents and intervene as needed.
- e. Encourage residents to conduct themselves in an age-appropriate manner at home and in the community.
- f. Monitor residents coming to and leaving from the home
- g. Continue the residents' individual program as instructed by their supervisor
- h. Be on location at all times when the residents are home (residents may not be left unsupervised while in the home)
- i. Interact with the residents in activities as time allows.
- j. Support and ensure the opportunity for spiritual devotions/reflections.
- k. Supervise chores of the residents; provide support if needed.
- l. Support opportunity for participation in weekly worship services
- m. Provide minor medical aid, arrange for medical care if an emergency arises
- n. Perform additional tasks as assigned by the Home Supervisor

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Professional Development:

- a. Adheres to professional standards of confidentiality at all times; protects the rights of residents receiving services through the Holland Deacons' Conference.
- b. Limits discussion regarding residents, staff, and organizations through appropriate channels.
- c. Maintains highest standards of Christian conduct and practice
- d. Opportunities for skill development in job-related areas

Qualifications:

- a. A follower of Jesus Christ and an active participant with a local Christian fellowship or church.
- b. Not less than eighteen years of age
- c. Able to complete required reports and follow written and oral instructions related to the care and supervision of residents.
- d. Able to provide needed supports for the physical, emotional, intellectual, social, and spiritual needs of each resident.
- e. Possess a valid Michigan driver's license
- f. Proof of Negative TB skin test (every 3 years)
- g. Physicians statement of health (annual)
- h. Pass a criminal records clearance
- i. Successfully complete training and demonstrate competence in the following areas:
 - 1.) Reporting requirements
 - 2.) First aid
 - 3.) Cardiopulmonary resuscitation (CPR)
 - 4.) Recipient Rights
 - 5.) Safety and Fire prevention
 - 6.) Prevention and containment of communicable diseases
 - 7.) Cross Cultural competency

I, _____, have received a copy of this job description and personnel policies. I have read and understand its contents and responsibilities.

Signature: _____

Date: _____