

## BrightStone Job Description

**Title:** Weekend/Relief Residential Support Staff   **Date Prepared:** 6/12/2024

**Reports To:** Residential Coordinator/Director of Programs

**FLSA:** Hourly

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### Position Summary:

The Residential Support Staff member is responsible for nurturing and developing a healthy, happy, and safe environment for up to 4 semi-independent residents. The Weekend Home Supervisor reports directly to the Residential Coordinator and/or Director of Programs.

Hours: Friday 4PM- Sunday 4PM. This position does not require awake care, but the support staff member will be available in the event a resident needs help or support during the night. The weekend support staff member must stay overnight in the Relief Manager's suite Friday and Saturday.

Salary: Competitive hourly rate with a \$3 weekend differential pay for a commitment of the full weekend. *Weekend differential pay is only for a full weekend commitment, Friday afternoon - Sunday afternoon.* Overnight stay in the relief staff suite is required. Staff member is available in the event a resident needs assistance during the night. Staff are paid for the hours that assistance is provided, not for sleeping hours.

\*Day Only Shifts are available, and do not require overnight stay (differential pay does not apply to day only shifts).

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned as needed for the success of the home.

### Job Responsibilities:

- Supervise daily hygiene routines for residents.
- Implement appropriate menus of well-balanced, nutritionally healthy meals
- Supervise residents in independent self-care habits.
- Execute weekend recreational activities for the residents.
- Manage all medication plans in the home, based on the appropriate level of support and as directed by the resident's ISP, with direction and oversight from the BrightStone nurse.
- Maintain cleanliness of the property and notify Home Manager and Program Director of necessary repairs and maintenance.
- Provide transportation using a BrightStone vehicle to community activities, including employment.
- Confidentially manage all resident files, documenting all required information as per licensure.
- Report all instances of suspected and/or witnessed acts of abuse or neglect toward a resident to the Residential Coordinator and Program Director.
- Other duties set forth by the Residential Coordinator or Director of Programs.

**Position Qualifications:**

- Energetic and creative attitude with strong client-relation skills; enthusiasm for the mission of BrightStone and willingness to fully contribute to a team-oriented, fast-paced organization.
- Strong time management skills; must be self-motivated.
- Ability to drive an 8-passenger van
- Ability to perform and/or be trained in CPR and other First-Aid procedures.
- Excellent communication and organizational skills
- Must have a valid driver's license and clean driving record
- Experience working with individuals with intellectual/developmental disabilities.

**Knowledge, Skills and Abilities Required:**

- Knowledge: H.S. diploma or equivalent.
- Skills: Communicate clearly utilizing verbal and written skills. Possess analytical problem-solving and sound judgment skills.
- Abilities: Ability to stand for long periods of time. Ability to lift up to 50 pounds.

**Trainings Required (provided by BrightStone):**

- CPR and First Aid
- Medication Management
- Title 6 Discrimination Training
- Abuse, Fall, and Accident Training
- Reportable Events Training (self-paced)
- Additional trainings as determined by the Director of Programs to ensure a secure and welcoming home environment

## Employee Review:

I have read the above job description and understand that it is intended to describe the general requirements for performing this job. It is not an exhaustive statement of duties, responsibilities, or requirements. I understand that this job description does not preclude my supervisor's authority to add or change duties or responsibilities and understand that the performance of other duties will be required from time to time to meet Brightstone's needs. I have been provided a copy of this description.

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Employee Signature