

BrightStone Job Description

Title: Residential Support, Weekend Nights 6 pm – 6 am

Date Prepared: 9/28/2026

Reports to: Residential Manager/Dir of Programs

Classification: Part-time Hourly

Position Summary:

This Residential Support Staff position is responsible for nurturing and developing a healthy, happy, and safe environment for up to 5 semi-independent residents.

Principal Duties and Responsibilities:

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.

- Arrive on time to support a smooth and effective transition of care between shifts.
- Foster a positive, welcoming environment by engaging residents in meaningful afternoon, evening, and weekend activities.
- Supervise daily hygiene routines and encourage residents in developing independent self-care habits.
- Prepare evening meals and support residents with meal-related routines.
- Monitor residents' safety and well-being throughout the shift, including overnight.
- Respond promptly to residents' needs, including overnight support and emergencies.
- Conduct regular safety checks throughout the home.
- Manage medication plans in the home based on the appropriate level of support and as directed by each resident's ISP, with direction and oversight from the BrightStone Nurse.
- Follow individual support plans and behavioral protocols.
- Provide transportation using a BrightStone vehicle to community outings, activities, and/or places of employment.
- Pick up residents from the BrightStone Day Program and/or place of employment as needed.
- Maintain a clean, safe, and welcoming home environment.
- Notify the Residential Manager and Program Director of necessary repairs, maintenance, or safety concerns.
- Complete all required documentation, including nightly progress notes and other documentation required by licensure.
- Confidentially maintain and manage resident files and documentation.

- Report all instances of suspected or witnessed abuse, neglect, or exploitation to the Residential Manager and Program Director.
- Support the overall mission and values of BrightStone by promoting residents' independence, dignity, rights, and quality of life.
- Perform other duties as assigned by the Residential Manager or Director of Programs.

Position Qualifications:

- Energetic and creative attitude with strong resident-relations skills.
- Enthusiasm for the mission of BrightStone and willingness to fully contribute to a team-oriented, fast-paced organization.
- Strong time-management skills and the ability to work independently and remain self-motivated.
- Ability to drive an 8-passenger van.
- Ability to perform or be trained in CPR and other First Aid procedures.
- Excellent communication and organizational skills.
- Valid driver's license and clean driving record.
- Must have reliable transportation.
- Experience working with individuals with intellectual and/or developmental disabilities preferred.

Knowledge, Skills and Abilities Required:

- High school diploma or equivalent.
- Ability to communicate clearly and effectively using verbal and written communication.
- Strong organizational and time-management skills.
- Ability to use analytical problem-solving skills and sound judgment.
- Ability to follow individual support plans, safety procedures, and documentation requirements.

Employee Acknowledgment

I have reviewed and understand the responsibilities and expectations outlined in this job description. I acknowledge that this document is intended to describe the general nature and scope of the position and is not intended to be an exhaustive list of all duties, responsibilities, or qualifications required.

I understand that BrightStone reserves the right to modify, assign, or reassign job duties and responsibilities as organizational needs evolve. I further acknowledge that I may be required to perform additional duties not specifically outlined in this job description to support the mission, operations, and needs of BrightStone.

I confirm that I have received a copy of this job description.

Employee Signature: _____ **Date:** _____