



Holland Deacons' Conference

272 East 26th Street
Holland, MI 49423
Phone: (616)494-6050
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Position Description

Position: Live-in House Supervisor for Christian Adult Foster Care Homes

Reports to: Executive Director

Status: Full-time, exempt

I. **Qualifications:**

- a. A committed Christian who is a confessing member of a Christian church, believing In Jesus Christ as their Lord and Savior.
- b. Not less than eighteen years of age
- c. Experience that is related to the direct care of residents or a program of study from an accredited college relevant to our program statement and admission policy
- d. Ability to complete required reports and follow written and oral instructions that are related to the care and supervision of residents.
- e. Ability to meet the physical, emotional, intellectual, social, and spiritual needs of each resident.
- f. Possess a valid Michigan driver's license
- g. Proof of Negative TB skin test (every 3 years)
- h. Physicians statement of health (annual)
- i. Pass a criminal records clearance
- j. Capable of appropriately handling emergency situations
- k. Capable of assuring program planning, development, and implementation of services to residents consistent with the home's program statement and in accordance with the resident's assessment plan and care agreement.
- l. Competency in the following areas:
 1. Reporting requirements
 2. First aid
 3. Cardiopulmonary resuscitation
 4. Resident rights
 5. Safety and fire prevention
 6. Prevention and containment of communicable diseases
 7. Nutrition
 8. Knowledge of the needs of the men & women we serve
 9. Knowledge of Adult Foster Care
 10. Financial and administrative management skills

II. **General Responsibilities:**

Performs live-in full-time care for six developmentally disabled adult men or women in a Christian home environment that encourages optimal personal growth. Live-In full-time staff will show respect to all residents as they supervise daily activities, meals, personal hygiene, medication dispensing, educational or job related activities.

III. **Specific Responsibilities:**

- a. Supervises residents in personal hygiene, diet, attire, household chores and daily schedules.
- b. Dispenses medication to residents as prescribed

- c. Continues ongoing objectives of teaching residents independent living skills, self-care skills and decision-making skills
- d. Monitors interactions between residents and intervenes as needed
- e. Encourages residents to conduct themselves in an age appropriate manner at home and in the community
- f. Monitors residents coming to and leaving from the home
- g. Provides care according to the residents' Individual Assessment Plan and care agreement
- h. Will be on location at all times when the residents are home (residents may not be left unsupervised in the home)
- i. Interacts with the residents in activities as time allows
- j. Supervises daily devotions
- k. Supervises the chores of the residents; Initiate help if needed for dally cleaning.
- l. Encourages participation In weekly worship services
- m. Provides minor medical aid, arranges for medical care if an emergency arises

IV. 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; require 16 credit hours annually.

I, _____ understand its contents and responsibilities.

Signature: _____

Date: _____