

Holland Deacons' Conference

272 East 26th Street
Holland, MI 49423
Phone: (616) 494-6050
Fax: (616) 494-6054

Position Description

Position: Relief Staff for Christian Adult Foster Care Homes
Reports to: Live-in House Supervisor
Status: Part-time, non-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. Be able to complete required reports and follow written and oral instructions that are related to the care and supervision of residents.
- d. Be able to meet the physical, emotional, intellectual, social, and spiritual needs of each resident.
- e. Must 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. Be competent 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

II. General Responsibilities:

Under the general direction and training of the House Supervisor, performs part-time relief care for six adults with an intellectual disability in a Christian home environment. Relief 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. Continues the residents' individual program as instructed by the House Supervisor
- 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 daily cleaning.
- l. Encourages participation in weekly worship services
- m. Provides minor medical aid, arranges for medical care if an emergency arises
- n. Performs additional tasks as assigned by the House Supervisor

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

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

Signature: _____

Date: _____