



Position: Residential Support Specialist (evening and/or weekend)

Reports to: Rose Home Director

Job Definition: *The Rose Home Support Specialist assures the well-being and safety of residents ensuring compliance with the Rose Home rules and regulations. Additionally, this position ensures the home functions with minimum interruptions and in optimum condition. This is an overnight position with staff accommodations.*

Responsibilities

- Ensures residents are treated with respect and dignity
- Ensures residents and volunteers follow best practices for safety
- Performs daily detail inspections of resident's rooms and signs off on household chores being completed
- Completes a log of activities at the Rose Home
- Accesses help for crisis intervention if needed
- Disburses supplies to residents as needed and records all supply disbursements
- Disburses medications to residents as needed and records all medication disbursements
- Performs daily checks of assigned resident chores
- Provides routine maintenance of home
- Supervises volunteers or residents as needed

Qualifications

- High School Diploma
- Must pass OSBI background check
- Valid driver's license with good driving record for insurability
- Must agree to random drug testing

Skills & Abilities Required

- Acts as a role model within and outside the organization
- Ability to maintain confidentiality
- Ability to maintain professional demeanor while exercising judgment and discretion in work
- Basic computer skills including word processing and Google Mail
- Demonstrates flexible and efficient time management and ability to prioritize workload

Physical Requirements

- Must be able to bend, stoop, and lift 20 pounds