



Position: Residential Support Specialist (Sundays 8a-5p)

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.*

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