



POSITION DESCRIPTION

Position Title: Group Home Caregiver
Reports to: Director of Residences
Program Coordination for: (8) Developmentally disabled women residing in the group home
Hours: Approximately 24 hrs. per week

DUTIES AND RESPONSIBILITIES:

- Provide residential habilitation training in daily living skills, including personal hygiene, grooming, laundry, nutritional management, household cleanliness, personal wellness, socialization, and use of leisure time;
- Be responsible, with other staff members and residents, for cleaning, care, and maintenance of the group home;
- Coordinate, with the Director of Residences, resident accounts and household receipts;
- Accompany residents to educational, social, and recreational activities at Schott Center and in the community;
- Encourage participation in religious activities and services at the Schott Center and in the local community;
- Plan and coordinate the monthly activity calendar;
- Coordinate family weekends
- Report safety issues in writing to the Director of Residences;
- Document daily appropriate items and resident progress in log books, medical records, and resident files;
- Assist with the completion of resident choses where indicated;
- Report maintenance issues in accordance with the Schott Community policy;
- Assure a safe environment for residents, staff, and visitors; consider safety aspects of household conditions and activities of residents, staff, and visitors; respond to emergencies per Emergency Procedures Manual;
- Dispense medications to residents; log medications properly; store medication safely and securely;

- Demonstrate consistent appreciation of the basic human rights of the residents, ensuring that residents are treated with dignity and respect;
- Assure proper staffing of the group home prior to leaving the site
- Other responsibilities as assigned by the Director of Residencies.

REQUIRED EDUCATION, EXPERIENCE AND SKILLS

1. High school diploma; some college preferred
2. General knowledge of residential care giving; two years of experience preferred
3. Valid Florida driver's license
4. Sensitivity to the needs of persons with developmental disabilities
5. Ability to establish caring, trusting relationships with the residents
6. Ability to read and write English
7. Competence in basic Mathematics
8. Background clearance required

No Phone Calls please. Interested applicants, please email resume to Mary Roukas, Director of Residencies, mroukas@schottcommunities.org