

# ROLE DESCRIPTION: HOUSE ASSISTANT



**RESPONSIBLE TO:** House Leader

## **POSITION SUMMARY:**

The House Assistant is responsible to create “home” for residents with developmental disabilities and others living in the household. They work in association with a designated house team, and follow through on activities geared to nurture the well-being and growth of residents with developmental disabilities in the home, while supporting open communication on the house team.

## **MAJOR RESPONSIBILITIES:**

- ◆ In collaboration with other team members ~ ensuring that the physical, emotional, spiritual, vocational and recreational needs of the residents with developmental disabilities are met.
- ◆ Design and implement Individual Learning Plans for residents with developmental disabilities as directed by the house leader. Complete any documentation requested to record progress.
- ◆ Accompany residents with developmental disabilities to personal and medical appointments, and other activities outside the home.
- ◆ Ensure that the home is safe, clean and inviting to all.
- ◆ Respond to the individual needs of each resident with developmental disabilities by respectfully supporting them with their personal hygiene, dress and eating and where needed administer medication.
- ◆ Support the House Leader in special project requests. Undertake responsibility for regular ongoing functions relating to the rhythm of the house.

Encourage residents with developmental disabilities to achieve the highest level of independence in personal care and relationships. Help build skills in appropriate areas as agreed upon by the house team.

Respect the schedule and priorities outlined by the House Leader.

- ◆ Actively share the lived experience of the household with other team members. Encourage open communication between fellow team members in response to situations that may result in team tension if not addressed.
- ◆ Participate in the planning and presentation of house celebrations. Support community events as possible after house commitments are met.
- ◆ Respect the house, car and other physical facilities used in common in community.