

WEEKEND ASSOCIATE RESIDENT ASSISTANT (WARA)

Weekend Associate Resident Assistants enthusiastically share life, home, and community among people who have intellectual and developmental disabilities (IDDs) by providing them with instruction and guidance toward achieving greater independence. This is a part-time, occasional position that includes overnights, typically on weekends, in a home with four adults with IDDs. The WARA reports to the Director of Programs.

Requirements

- Demonstrable, significant educational, vocational, or volunteer experience providing direct care for vulnerable populations, i.e. providing foster care, direct care to people with disabilities, serving as camp counselor, special education teacher, etc.
- Capable of managing household, including the preparation of meals from scratch
- Minimum age of 21; excellent driving record and able to pass extensive criminal and employee misconduct background checks
- Able to write standard English at 8th grade level and prepare daily documentation as required
- Commitment to win-win resolutions providing for optimal care and safety of residents
- Team player, willing to accept supervision and follow established chain of command
- Must be prepared to work in all houses, with all residents
- Personal and employment-related references required

Duties

- Work with residents to maintain safe, attractive and sanitary household
- Tactfully and respectfully provide coaching and supervision of residents in all domains of life
- Assist residents with preparing healthy, nutritious meals and snacks
- Assist residents with caring for clothes, rooms, cash, and possessions
- Cooperate with colleagues in providing educational and recreational opportunities for residents
- Supervise and record medication passes
- Complete and transmit records, forms, and logs
- Attend training sessions as required
- Read and comply with all requirements as spelled out in staff training, in the Policies and Procedures for ICF-MR at Down Home Ranch and in the Employee Handbook

Housing & Amenities

- The WARA stays over the weekend in the home with Residents. The WARA may be required to sleep in the living area on a sofa or rollaway bed. Linens will be provided.
- No pets or dependents; alcohol/drug/tobacco-free environment

Compensation & Benefits

- Receive check by mail or direct deposit
- Paid on the first and the 15th of the month
- Taxes and FICA withheld from check
- W-2 provided for wages earned and withheld

Work Schedules & Holidays

- The WARA's schedule and house assignment is made by the Administration
- The work schedule consists of supervising four residents in a residence home from 5:00 PM Friday until 5:00 PM Sunday

This Position Description is effective February 18, 2009 and supersedes all previously published materials and postings. Down Home Ranch provides equal employment opportunity to all qualified persons, and does not unlawfully discriminate against any person on the basis of race, color, creed, religion, sex, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

Weekend ARA: 2128/2009