



*Enhancing Communities by Creating Opportunities for Adults with Intellectual and Developmental Disabilities through Innovative and Person Centered Approach*

**POSITION:** Host Home Provider

**Reports To:** Residential Director

**Hours:** Daily/24 hours a day

**Classification:** Independent Contractor

**Date:**

**General Description**

The Host Home Provider is responsible for supervision and a variety of duties related to the overall daily care of individuals with intellectual and developmental disabilities who are part of FRIENDS Residential program. The Host Home Provider supports and advocates for adults with intellectual and developmental disabilities within the community and the home environment; fostering and supporting a two-way relationship of respect and dignity.

The Host Home Provider promotes person centered concepts, integration of individuals into the community and being involved in supervision and activities that increase independence. The Host Home Provider actively supports adults with intellectual and developmental disabilities to choose and achieve the highest quality of life. The Host Home Provider promotes the organization's mission, vision and core values.

**Essential Functions**

- Provide a safe living environment for the individual, and agree to maintain the home in such a manner to pass the HUD Section 8 Inspection Checklist and will comply with any inspections required by the CCB for approval of HHP's home.
- Be available to provide direct support and supervision for individuals 24 hours a day in accordance with their Individual Plan (IP).

- Offer appropriate level of assistance and support to individuals during various activities of daily living.
- Assist with hygiene care, dressing and grooming.
- Assist with meal preparation, household cleaning, laundry.
- Provide Individual with daily, regularly scheduled, balanced meals and snacks that meet nutritional guidelines and Individual's prescribed diet requirements.
- Provide all household items and equipment required by Individual.
- Provide a variety of recreational activities to enhance social development
- Include individual in family life and activities
- Accompany and support individual in community activities including shopping, recreation and leisure activities, etc.
- Coordinate public transportation as necessary
- Assist with medical care, including appointments
- Administer medications as prescribed and maintain required documentation.
- Assist with budgeting and finances
- Provide transportation during scheduled service hours in accordance with completing the individual's IP goals
- Maintain a structured schedule in a safe and holistic environment
- Help individuals obtain and maintain daily living skills and work toward their fullest potential to foster independence
- Participate in annual IP meetings and interdisciplinary team meetings as needed
- Complete daily documentation in Therap
- Facilitate monthly Safety and Fire Drills

### **Other Duties/Responsibilities**

- Report all incidents involving allegations of mistreatment, directly to Department Director immediately
- Attend all required meetings and "in-service" days as scheduled
- Complete all necessary trainings within the guidelines set by agency
- Know, understand and implement agency policies and procedures, including but not limited to individual protocols, safety guidelines, emergency procedures, communication processes, and professional standards
- Inform Friends of Broomfield of any upcoming vacations of Individual
- Deal effectively with crisis situations
- Maintain 24 hours a day availability
- Promote the Mission/Vision of FRIENDS

**Job Qualifications:**

- Provide a safe living environment for the individual, and agree to maintain the home in such a manner to pass the HUD Section 8 Inspection Checklist and will comply with any inspections required by the CCB for approval of HHP’s home.
- Provide a separate sleeping room to Individual, which meets the DIDD service standards.
- Ability to perform basic computer operations: Microsoft Office Suite programs and Therap.
- Pass a criminal background check.
- Possess a valid Colorado driver’s license and ability to meet agency’s driving requirements.
- Good written and spoken communication skills.
- Ability and willingness to safely lift 50 pounds.
- Willingness and ability to respond to emergency situations as they arise.
- Ability to organize and maintain detailed documentation and records.
- Willingness and ability to work as a team player.
- Ability to work in a flexible and constantly changing work environment and to deal effectively with shifting roles, responsibilities and expectations.
- Demonstrated skill and desire for working around adults with intellectual and developmental disabilities.

**Education and Experience:**

- High school diploma or equivalent

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

**I have read the job description for my position and agree to the responsibilities outlined herein.**

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_