

ELITE ADULT FAMILY HOME
HARTFEL HOUSE
N88 W17630 CHRISTMAN RD
MENOMONEE FALLS, WI 53051

JOB DESCRIPTION- CBRF certified caregiver

Qualifications:

- Experience or a genuine interest in working with individuals with developmental disabilities.
- Have the capacity to advocate for residents to allow for them to reach their potential.
- Complete Caregiver Background Check.
- Non-smoker
- Free of communicable disease.
- Must have a valid Wisconsin Drivers License.

Job Requirements:

- Work in harmony with the Director, Program Director, Program Manager and other staff members.
- Assist in maintaining a comfortable living environment for the individuals residing in the program.
- Be responsible for the management and supervision of the program when scheduled.
- Complete all necessary training required by the State of Wisconsin.

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RESIDENT SERVICES

- Follow through with all program goals and objectives as outlined by the Individual Service Plan for each individual.
- Monitor basic health and medical needs for individuals in the program. Seek emergency medical care if necessary and fully document such treatment.
- Develop a relationship with each individual that is positive, respecting each individual's dignity and rights.
- Supervise residents when necessary while encouraging more responsibility and initiative. Use self as a role model to encourage individuals to accept responsibility for their own lives.
- Assist in keeping each individual's records confidential, accurate, and complete.
- Assist in teaching proper nutrition and meal preparation for each individual in the program.
- Assist individuals with money management by advising on purchases when necessary.
- Assist individuals in finding opportunities for leisure and recreation both in the facility and the community. Provide transportation when appropriate.

ADMINISTRATIVE

- Keep the Director or supervising staff well informed about resident needs, resident concerns and activities.
- Keep accurate records maintaining confidentiality of residents records and issues.
- Keep the Director or supervising staff informed of necessary repairs needed to the facility.
- Maintain open communication with the Director and supervising staff. Willingly accept supervision and provide feedback for mutual growth.

GROWTH AND DEVELOPMENT

- Attend training opportunities to improve knowledge of issues that will assist the individuals in the program achieve their goals.
- Attend staff meetings and meetings related to residents as necessary.

Please send resume to eliteadultfamilyhome@gmail.com or call Carol at 414-213-2724 for questions.