

AIRS
The Don Miller House Program
Residential Aide

FTE-Non-exempt

Attends to the needs of the Don Miller House residents and provides 24-hour compassionate care, support and comfort to the residents. Receives an hourly wage; works swing shifts, weekends and holidays; and reports to the Don Miller House Program Manager.

Responsibilities:

GENERAL REQUIREMENTS:

- Determines the level of residents' need by checking in with them regularly.
- Prepares meals and snacks.
- Assists residents in the administration of medication.
- Assists residents with activities of daily living, such as cleaning, personal hygiene, dressing, doing laundry, etc.
- Works with medical providers, residents, and other staff to ensure that medical instructions are followed.
- Maintains the Don Miller House as a clean, cheerful, home-like environment.
- Is hospitable to family and friends of residents and to volunteers.
- Provides guidance to volunteers as needed.
- Answers the telephone and takes messages when necessary.
- Communicates the events of the shift in the written logs and by telephone when immediate decisions or actions are necessary.
- Any other duties as assigned by the Don Miller House Program Manager/Assistant Program Manager.

EXEMPLARY PERFORMANCE

- Takes initiative with positive suggestions; volunteers on new projects.
- Attends AIRS' events; volunteers on other departments' projects.
- Fosters positive relationships with co-workers and residents' various care providers, such as Project Home staff, medical providers, families and friends of residents, pharmacy representatives, etc.
- Demonstrates leadership by remaining flexible with scheduling, willfully accomplishing responsibilities relegated to other shifts, performs extra tasks such as cutting or styling hair, assisting residents with individual goals, celebrating birthdays, organizing resident outings, taking initiative with recycling medications, contacting care providers to refill residents' medications, etc,
- Seeks out and suggests continuing education/training opportunities that increase skill level and may be appropriate for Don Miller House staff.

Qualifications:

Residential Aides must be at least 21 years of age, have good written and verbal communication skills, be committed to teamwork, and be extremely reliable. Applicants must have a High School Diploma or GED. All applicants must undergo urinalysis testing and a criminal background check. Experience caring for people living with HIV/AIDS is preferred. First Aid, CPR, and Medication Technician licensure is preferred but willing to train the appropriate candidate.