



Title: HOUSEHOLD HEAD

Yellow House Community

Middlebury, VT

www.yellowhousecommunity.com

Position Type: Full-time

Start Date: Summer 2020

Expected Commitment: One year minimum

Overview: The Household Head (HH) is an individual who is responsible for the health and happiness of the household/home and has committed to living onsite at YHC for one or more years. The HH is in many ways the surrogate parent in the house.

Job Description: The Household Head offers support to all individuals living in the Yellow House. The HH is specifically responsible for the direct care of (or coordinating the direct care of) “Friends” or individuals with special needs from supper to breakfast times. This includes preparing meals, assisting with self-care, resolving roommate conflicts, and designing evening activities. Household Heads typically work in their household for a few shifts cooking, cleaning, and carrying on the responsibilities of the home. A HH may also spend time in workplaces in leadership or supporting roles. The HH helps to plan festival celebrations and cultural offerings.

The Household Head is the house leader, expected to be capable of being in a supervisory role. The HH is responsible for supervising one or two Co-workers who also live in the house. Together, the Household Head and Co-workers support residents from suppertime to breakfast. Additionally, the HH collaborates with the ED and Affiliate Nurse to address the medical needs of residents. The HH is part of the leadership team and decision-making body.

The Household Head is a full-time position. While employed at Yellow House Community, we request that the HH refrain from engaging in employment outside of YHC. Any extenuating circumstances related to outside employment require approval from the Executive Director. As designed, the HH is responsible for direct care of Friends from supper to breakfast times, however, this schedule may change based on staffing and participant needs.

Qualifications:

- 21 years of age or older required
- High school diploma or equivalent required

- Ability to perform well in an environment that requires compassion, helpfulness, patience, and resourcefulness
- Passion for working with people with intellectual and developmental disabilities
- CPR/First Aid certification required (training provided)
- Criminal background clearance required
- Direct care experience preferred
- Experience with nutrition and food preparation preferred
- Basic accounting skills preferred
- Valid driver's license preferred

Responsibilities:

- Caring for 3-4 adults with intellectual or developmental disabilities
- Managing 1-2 Co-workers living in the home
- Promoting social harmony
- Performing household tasks such as cooking, cleaning, and laundry
- Grocery/household shopping
- Assisting residents with personal/hygiene care
- Representing needs/desires of the home collective in meeting life
- Facilitating/assisting with medical care, including medication administration
- Interfacing with medical personnel on behalf of the individual
- Balancing financial records for individuals in the home
- Offering physical and emotional support to housemates
- Participating in social, residential, and vocational outings and activities
- Participating in conflict resolution (if applicable)
- Maintaining records
- Progress and goal tracking (if applicable)
- Communicating maintenance needs to the ED

Benefits/Compensation Highlights:

- Generous annual compensation
- Comprehensive room and board – choice of bedroom with en-suite bathroom
- Matching retirement contribution
- Annually: four weeks of paid time off
- Weekly: two days off
- Opportunity for couple to reside together onsite (HH role is specific to one individual)

Contact:

Please email the following to Elise Haydon, Executive Director, at elise@yellowhousecommunity.com:

- **Letter of Interest** (*please specify job title of interest*)
- **Resume**
- **Contact information for 2 references** (*email and phone #*)