



## POSITION SPECIFICATION

**POSITION TITLE:** OVERNIGHT SIDEKICK

**DATE:** May 8, 2023

**REPORTS TO:** EXECUTIVE DIRECTOR

**LOCATION:** MIDDLEBURY, VERMONT

## OUR COMMUNITY

### **About Us:**

The Yellow House Community (YHC) is a State licensed Therapeutic Community Residence located in downtown Middlebury, Vermont. We currently provide support to a household of four Residents with Intellectual and Developmental Disabilities (ID/DD) in the Yellow House. We are looking to grow our program to support an additional four Residents in the newly renovated Carriage Barn. YHC seeks individuals who are compassionate, patient, reliable, comfortable responding to a crisis/emergency, passionate about working with adults with intellectual and developmental disabilities, and team players.

### **Job Summary**

The Overnight Sidekick is responsible for the overnight care and supervision of a household's four young adult Residents. The Overnight Sidekick sleeps at Yellow House and awakens to respond to Residents' needs and emergencies, typically 1 -2 times per night. If additional support is needed, the Overnight Sidekick activates the on-call system. The Overnight Sidekick is committed to the Yellow House team but does not live on site.

### **Key Deliverables**

- Foster a culture of joy, kindness and FUN!
  - Model a positive attitude and willingness to engage with Residents and staff
  - Nurture a sense of belonging and safety
- Ensure Residents are receiving excellent physical care and emotional support
  - Assist Residents with personal/hygiene care and follow personal hygiene plans, as needed
  - Assist Residents in maintaining a clean and safe home environment, as needed
  - Communicate Residents' needs through the communication log; attend staff meetings
- Respond to the needs of Residents throughout the nighttime hours
  - Tend to medical, behavioral, and emotional needs should a Resident awake during the night
  - Supervise and assist Residents in the event of an emergency situation and/or evacuation
  - Interface with medical personnel on behalf of Residents in case of emergency
  - Activate the On-Call system, as needed
  - Contacting guardians and YHC Director in response to an emergency or medical situation
- Maintain a clean and safe home environment
  - Perform household tasks such as temperature checks, sanitizing, laundry
  - Communicate with Program Director about facility issues

### **Background/Qualifications**

- Excellent Communication Skills – Both verbal and written
- Demonstrated Experience Caring for Individuals with Intellectual and Developmental Disabilities – and/or Eagerness to Learn and Develop the Skills needed to Support and Care for these Individuals
- CPR Certification – Training Provided
- HS Diploma or equivalent required
- Criminal background and drug test clearance required
- Ability to lift 35+ pounds
- Ability to physically assist an adult in need
- Valid driver's license
- Must be age 21 or older

### **Behavioral Competencies**

- **Demonstrates a passion for the work** – searches for new, better, solutions to challenging problems, takes meaningful steps to improve performance, is well connected to others internally and externally, focuses on the well-being of the Residents.
- **Builds Trust** – Demonstrates honesty and openness with team members; listens, is open to others ideas, is genuine.
- **Contributes to Team Success** – Demonstrates the commitment to actively participate as a member of a team to achieve the objectives of the Yellow House. Collaborates with and supports co-workers in a positive way. Promotes and models the Yellow House Way. Shares feedback respectfully.
- **Adaptability/Flexibility** – Maintains effectiveness when experiencing changes in work tasks or the work environment. Approaches change or newness positively. Appropriately modifies behavior to effectively embrace change and willingly tries new approaches.
- **Calm Under Pressure** – exhibits composure in the face of a stressful situation; follows procedures accurately and with confidence; models strong self-regulation skills.
- **Demonstrates Self-Awareness** – Knows personal strengths, weaknesses, opportunities and limits and is open to feedback and rounding out weaknesses by utilizing the strength of others on the team.
- **Demonstrates Ethics and Values** – Adheres to an appropriate and effective set of core values and beliefs and acts in line with those values. Practices and rewards these values to reinforce the Yellow House Way.

### **Compensation**

- \$165/night Flat Rate
- Weekend Shift Differential
- Paid Time Off
- Matching retirement contribution

### **Contact**

**Please email the following to Elise Haydon, Executive Director, at [elise@yellowhousecommunity.com](mailto:elise@yellowhousecommunity.com):**

- Completed YHC Application For Employment with two references listed
- Resume (*optional*)
- Letter of Interest (*optional*)