

House Manager/Steward

Name of Organization: Share Foundation with the Handicapped

Mailing Address: P.O. Box 400, Rolling Prairie, IN 46371

Phone: (219)778-2585

Fax: (219)778-2582

Email: programming@sharefoundation.org *Website:* www.sharefoundation.org

Position: Live-in, full-time house manager/steward providing companionship and guidance to two adults with intellectual and developmental disabilities.

Requirements: Patience, acceptance of people with various ability levels; one year commitment to position.

Benefits: \$250.00 weekly salary, two days off per week on a rotating basis, four weeks scheduled vacation, 2 weeks off at Christmas, 1 week off at Thanksgiving, 1 week off at Easter, room and board, health insurance, work-related transportation, and a \$1,200.00 bonus for completing one full year of service. Married persons may apply; spouse may hold another job.

Brief Overview: Share Foundation with the Handicapped is an organization that exists to assist people with other abilities (otherwise known as adults with intellectual and developmental disabilities) and their families in many different areas. Currently, we are developing a peaceful, rural, and Christian community for the other-abled on 185 acres of land - Sharing Meadows. At Sharing Meadows, we have built fifteen homes in five villages, with one more village planned for the distant future. Each three-bedroom home is occupied by two other-abled adults and one full-time live-in steward. Although residents can provide for most of their self-care, minimal supervision and teaching is necessary to further foster each resident's independence. Our focus is on encouraging all residents to reach their full potential physically, psychologically, and spiritually.

**** SHARING MEADOWS ****

MISSION STATEMENT: The Share Foundation is a not-for-profit, privately funded, Christian organization. Our mission is to provide residential living, services, and support programs for other-abled adults in the atmosphere of a peaceful and loving Midwestern community. We strive to accomplish this mission through recognizing, respecting, and providing for the uniqueness of each individual.

For a person to get the most out of Sharing Meadows they must be able to:

- **Live in a rural setting.** We have 185 acres of land halfway between South Bend and Michigan City, adjacent to the Toll Road. The land offers a rural setting with a lake and woods with fruit and nut trees, plants, and small gardens.
- **Receive minimal supervision.** The residents who live at Sharing Meadows must be able to provide for their own hygiene and essential daily living needs with minimal supervision .
- **Be willing to share and live peacefully with others.** We are a community which has three homes per village. Each home has one house manager/steward and two residents , all of whom have their own rooms. Being someone who is open and friendly to others is important in this family-like setting.
- **Work with others to improve grounds.** The residents work on the land, helping them to develop a sense of pride in their community. They maintain a 9:00 AM - 3:00 PM work day on the land. Various work can include: harvesting fruits and nuts, watering, mulching, planting flowers and gardens, mowing grass, weeding, etc. Minimal supervision and instruction is provided.
- **Work with others to create products.** Resident work days will also be spent working in craft rooms creating various wood, ceramic, sewing, and cooking products. These products will be sold to earn money for various activities for those who live there. Hands-on supervision and instruction is provided.
- **Be open to a Christian environment.** The Share Foundation exists solely to meet the needs of God's people. We encourage individual personal relationships with God and also maintain a prayerful home and community environment with meal prayers, work prayers, special prayer services, etc. All residents are respected for their religious preferences and need to be capable of respecting someone else's and/or the Foundation's religious preferences.
- **Learn new skills as well as use the ones they already possess.** Sharing Meadows offers individual and group programming to help the residents learn every-day living skills to foster their independence, while they are encouraged to use the skills they already possess .

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JOB DESCRIPTION STEWARD

I. QUALIFICATIONS

A. **Education** - High school diploma or equivalent; college degree preferred.

B. **Experience** - in caring for others. Experience with adults with intellectual and developmental disabilities preferred.

C. **Personal Qualifications:**

1. Emotional maturity
2. Objectivity
3. Flexibility
4. Capable of handling responsibility
5. Demonstrates acceptable judgment
6. Good communication skills
7. Good teaching skills
8. Patience with others
9. Able to work independently
10. Able to work well with others

II. RESPONSIBILITIES

A. **Supervision** - the Steward is responsible to work cooperatively with the Director of Programming, Residential Coordinator, Work Coordinator, and Executive Director. This is to develop and implement the villagers programming and to facilitate the operation of Sharing Meadows. This individual should follow up directly with the Director of Programming on any program or personnel issue within the home/community.

B. **Overview** - The Steward is responsible to provide services directly to the villagers, including: teaching the necessary skills and assisting to maintain a clean and safe living environment, meal preparation and personal hygiene/grooming. The Steward is responsible for supervising, training, and assisting villagers in every aspect of their lives, with the goal of fostering more independence and happiness in their lives.

C. **Approach Towards Villagers**

1. Relate to villagers with an attitude of equality and respect.
2. Respect villagers' personal rights; encouraging and teaching them to recognize and request them.
3. Enhance villagers' self-esteem at all available opportunities.
4. Maintain positive Christian interactions with the villagers.
5. Treat villagers in an age-appropriate manner, with dignity and respect.
6. Provide positive programming by using methods that meet each villager's individual needs and encourage success.
7. Demonstrate positive behavior and reinforce positive behaviors in others.

D. **Job Duties with Villagers**

1. Provide opportunities for villagers to make informed choices.
2. Encourage appropriate socialization between villagers and others.
3. Assist villagers in planning social activities within and outside of the village.
4. Work cooperatively with the villagers' families.
5. Supervise, train, and assist villagers in correctly taking any necessary medications.
6. Supervise, train, and assist villagers during all work activities.

7. Supervise, train, and assist villagers to make appropriate choices with their spending money.
8. Supervise, train, and assist villagers in grocery and other shopping within the budgeted amount.
9. Supervise, train, and assist villagers in weekly meal planning and making appropriate food choices.
10. Supervise, train, and assist villagers in safely and correctly preparing meals.
11. Supervise, train, and assist villagers in correctly completing their laundry.
12. Assure that villagers' hygiene needs are met and that acceptable standards are maintained.
13. Transport villagers when needed.
14. Follow individual programs as written by the Director of Programming.
15. Be alert to villagers' behavior changes and notify the Director of Programming.
16. Be alert to villagers' physical changes and notify the Residential Coordinator.
17. Notify Director of Programming of problems/concerns related to the villagers.

E. Homes/Property

1. Maintain a living environment that promotes trust, maximum growth, and independence.
2. Provide a home-like atmosphere within the home and community.
3. Assure the home is clean at all times by supervising the cleaning, training villagers, or assisting villagers.
4. Maintain household budget of the home within the allotted amount.
5. Maintain and enhance the outside grounds at Sharing Meadows on a continual basis.
6. Assist in implementation of schedules related to the upkeep of the home/community.
7. Notify Director of Programming or Maintenance Manager of any maintenance concerns.

F. Organization

1. Demonstrate cooperation between other stewards to facilitate operation of the village and Sharing Meadows, as well as model cooperative behavior for villagers.
2. Promote positive teamwork with other stewards and the organization. Identifying problem areas and assisting to develop solutions before they become detrimental.
3. Act as a positive role model for villagers, co-workers, and the community.
4. Demonstrate and encourage villagers to demonstrate appropriate public behavior as a representative of the Share Foundation.
5. Follow the Share Foundation policies, procedures, philosophy, and mission.
6. Complete all requested paperwork correctly and in a timely fashion.
7. Attend all required training.

By signing below, I hereby acknowledge that I have completely read and fully understand my job description as a Steward at The Share Foundation With The Handicapped. Any deviation from my duty as a Steward could result in further corrective action up to and including termination.

Name: _____

Signature: _____

Date: _____