



Department: Program Services
Job Status: Full Time, Part Time, On Call
FLSA Status: Non-Exempt
Reports To: Home Manager
Grade/Level: High School Diploma or equivalent

Amount of Travel Required: U10% -50% for Transporting (company vehicle)
Work Schedule: Varies, Some Weekends and Holidays, Overtime occasionally required
Positions Supervised: None

Position Summary:

To significantly and tangibly contribute to providing all the individuals who choose Angels' Place supports Christ-centered service delivery that fosters health, security, independence, dignity, community integration and spiritual growth in compliance with all person-centered plans and all applicable federal, state and local statutes and organizational standards. Employee judgment and decision-making must align themselves to the organizational mission, philosophy and culture in concept and spirit including interaction with residents, families, co-workers and all others associated with the organization.

Essential Functions:

- Implement and document on all person-centered plans within the philosophy and mission of Angels' Place.
- Provide transportation and appropriate supervision to work, medical appointments, shopping, church, and any other relevant and requested locations and events within the community.
- Attend and actively participate in residential Spiritual Development gatherings within the home as scheduled.
- Facilitate daily prayer within the home as assigned.
- Ensure that all individuals living in the home have available clean, well-fitting, stylish, repaired, age and event appropriate clothing, personal supplies and other possessions that are valued by the individual.
- Follow all positive behavior intervention guidelines for all individuals.
- Work with every individual both at home and in the community on daily living and leisure skills and function as a positive role model with the goal of increased socialization, integration, inclusion, safety, and individualization.
- Work as a team with co-workers, supervisors, volunteers, administrators, and families to provide support and service delivery of the highest caliber and in

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Caregiver

line with the organizational philosophy.

- Consistently complete accurate and timely documentation of progress, status, and needs of each individual living in the home as required and/or requested by Angels' Place, the Department of Community Mental Health, Adult Foster Care Licensing regulations, funding agencies, and other applicable entities.
- Follow all environmental safety guidelines in the home as required by Angels' Place, AFC Licensing Rules and Regulations, CMHs, and other agencies as appropriate.
- Participate in and document to all monthly environmental safety checks and drills as assigned. (Fire drill, tornado drill, freezer temperature, refrigerator temperature, hot water temperature, etc.)
- Maintain the home environment, both interior and exterior, that is attractive, neat, and clean and in alignment with the standards accepted by Angels' Place.
- Provide consistent feedback to supervisors to ensure an adequate inventory supply is maintained at all times. (Household supplies, food, cleaning supplies, etc.)
- Consistently complete tasks within the home with the goal of meeting guidelines established by AFC Licensing, CMH, and other applicable agencies.
- Record all maintenance needs of the home (interior and exterior) in the maintenance log and report all vehicle maintenance needs to the home manager.
- Assist the individuals living in the home with nutritious meal planning and preparation.
- Implement individual medical plans as prescribed by their physicians and in compliance with the standards established by Angels' Place, AFC Licensing Rules and Regulations, CMH, including frequency of appointments, medical and medication follow-up, medication administration, special diets, etc. Report and record all medical needs and symptoms accurately and promptly.
- Perform all other position related tasks as assigned.

Position Qualifications:

Competency Statement(s)

- **Accountability** - Ability to accept responsibility and account for his/her actions as they relate to the state, federal and community laws and statutes and Angels' Place's established policies, procedures and best practices.
- **Accuracy** - Ability to perform work accurately and thoroughly.
- **Adaptability** - Ability to adapt to changing workplace conditions,

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schedules and home/resident needs.

- **Oral Communication** - The willingness and ability to verbally communicate in an efficient, clearly understood manner using appropriate language and tone and actively engage in positive, proactive conversation with the goal of clearly understanding others' messages and intent, then processes and responds by conveying information.
- **Written Communication** - The willingness and ability to consistently write clear, concise, relevant and appropriate communication as it pertains to his/her position and responsibilities.
- **Honesty / Integrity** - Ability and willingness to be truthful and be seen as credible in the workplace.
- **Initiative** - Ability and willingness to make decisions or take actions to solve a problem or reach a goal as it pertains to the position.
- **Working Safely** - Consistently works safely by using adaptive equipment, using proper body mechanics, lifting techniques, preparing for weather conditions, driving within the local, state and federal laws, taking proper and appropriate precautions to reduce and/or eliminate risk of injury and/or property damage.
- **Technical Aptitude and Skill** - The willingness and ability to consistently apply the relevant knowledge and skills learned through training and experience to perform the job.
- **Time Management** - Ability to utilize the available time to organize and complete work within given deadlines.

SKILLS:

Education:

- High School Graduate, General Education Degree (GED) or equivalent.

Experience:

- Six months volunteer or paid experience in a related field OR a minimum of 12 credit hours of college coursework in a related field.

Certificates & Licenses:

- Valid Michigan Driver's License. Proof of acceptable driving record. Proof of valid auto insurance on personal vehicle if used for work. Complete New Hire Orientation within 60 days of hire. Complete Christian Commitment Workshop within 6 months of hire.

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Other Requirements:

- Completion of Department of Community Mental Health Entry Level Caregiver Training within 60 days of employment.
- CPR & First Aid certification within 30 days of employment.
- Pass a pre-hire substance abuse screening and physical.
- Meet "Good Moral Character" statutes via state and national criminal history background checks.
- Ability to speak and understand American English.
- Good written and oral communication skills.
- Obtain a negative Tuberculosis and COVID-19 test (paid by Angels' Place)
- Pass training recertification requirements per AFC Licensing Rules and Angels' Place standards.
- Willingness and ability to drive agency owned vehicles, including vans.

PHYSICAL DEMANDS

Physical Demands Lift/Carry

Stand - F

Walk - F

Sit - F

Handling / Fingering - O

Reach Outward - O

Reach Above Shoulder - O

Climb - O

Crawl - N

Squat or Kneel - O

Bend - O

Lift/Carry

10 lbs or less - O

11-20 lbs -F

21-50 lbs - O

51-100 lbs - N

Over 100 lbs - N

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N (Not Applicable) Activity is not applicable to this occupation.

O (Occasionally) Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

F (Frequently) Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

C (Constantly) Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

Other Physical Requirements

- Vision (Near, Distance, Color, Peripheral, Depth Perception)
- Sense of Sound (Must be able to hear within normal range with amplification)
- Sense of Smell
- Sense of Taste
- Sense of Touch
- Ability to wear Personal Protective Equipment (PPE) (goggles, gloves to perform personal care)

WORK ENVIRONMENT

- Work may be performed in the home and/or in a variety of community settings. Work may be performed both inside and outside regardless of the weather conditions.

Employee Signature

Date

Witness Signature

Date

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