



<https://timothyhill.org/job/live-in-caretaker-tn/>

## Live in Caretaker – TN

### Description

Our Live in Caretakers oversee and implement the program narrative for our transitional interns while reporting immediately to the Transitional Program Director.

### Responsibilities

#### Duties and Responsibilities:

- Read, understand, and support TH Mission, Vision, and Values statements.
- As per the guidelines agreed upon in the property lease, caretakers are required to pay \$200 a month for rent. TH covers many payments associated with the house including (but not limited to): mortgage payments, property taxes, cable, internet, grounds maintenance, electricity, heating and water. Caretakers are responsible for their own food. Caretakers must be flexible and available to meet the needs of program in exchange for the discounted on-campus living environment.
- Any and all visitors who are not employees of TH must be approved prior to visiting campus. The Transitional Program Director and Executive Site Director must receive a visitor request 48 hours in advance of the visit. Visitors will only be allowed on campus during caretaker's time off.
- With the information provided to you, know whereabouts of residents in care at all times. The primary hours of supervision are 6:00pm to 6:00am, 7 days a week. If between those hours you are going to be away from the residents for more than two hours, you might notify the Transitional Program Director and the A.O.D. 24 hours in advance. The administrators will work with you to arrange approved coverage if required.
- Hold residents to account with program narrative, expectations, and goals, reporting infractions to the Transitional Program Director and the A.O.D for discussion at Board of Review or immediate action.
- Attend monthly caretakers' meetings and caretakers' retreats when they occur.
- Balance roles of parent, teacher, coach, motivator, policeman, and disciplinarian, and at all times be a positive role model.
- Ensure residents' basic physical needs are being met, i.e., food, clothing, and safe shelter
- Maintain a house inventory for all of Timothy Hill's possessions
- Work with residents to maintain cleanliness of house. Residents must complete daily chores and weekly deep clean, keeping rooms tidy and storing possessions away. Caretakers must ensure their personal possessions and private quarters are clean and tidy
- Caretakers must be First Aid and Medication trained, and look after resident's minor medical needs. All incidents must be referred to the Transitional Program Director.
- Maintain accurate records of medication routine and make sure residents take medication as prescribed. Coordinate services with Transitional Program Director.
- Prepare and share at least 3 'family' meals per week with residents, ensuring any house issues are addressed on at least a weekly basis.
- Work alongside and assist residents with any home items (eg cooking,

### Hiring organization

Timothy Hill Ranch

### Employment Type

Full-time

### Job Location

358 Relax Drive, 37166, Smithville, Tennessee

### Date posted

August 19, 2024

shopping, budgeting, etc.)

- Establish a clear written agreement with the residents for community living and responsibilities of living together including house rules. Teach consequences within boundaries of the program
- Provide a weekly, written summary on each resident, outlining any infractions, reporting progress and identifying concerns. This must be submitted prior to midnight on Wednesday to the Transitional Program Director.
- Complete any paperwork which may be necessary ie: incident reports, medication sheets, doctor visits
- Be willing/able to provide vocational support for the Transitional Program when requested. All vocational support will be supervised by a direct care staff member.
- Any other reasonable duties as assigned by the Transitional Program Director or the Executive Site Director
- If a caretaker is a full-time employee, they are eligible for 2 weeks of vacation in addition to any other paid time off. If caretakers are a married couple, both caretakers will be eligible for the same total time off, matched to the spouse with the most vacation time.

## **Qualifications**

### **Physical Demands of the Position:**

The position holder must be able to perform the essential job functions with or without reasonable accommodation. It is the responsibility of the employee to inform the administrator designated as immediate supervisor of the position, of any and all reasonable accommodations that will be required. The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

### **Education/Experience:**

- Must have a high level of integrity and ability to work with confidential information
- Must be flexible self-motivated and able to follow through on tasks and projects
- TCI certification

### **Required Background:**

- Must have a valid Tennessee State driver's license
- Pass a criminal history background check through the Tennessee Bureau of Investigation (TBI)