



Job Summary: Joy's House retains a compassionate individual to champion our values of **self-worth, fulfilled lives, safety, individuality, truthfulness, comfort, and inclusion** in this position. This role will join our Joy's House team to serve our families and community by providing *exceptional* adult day and caregiver services.

The Guest Relations Assistant is primarily involved in safety and community of Joy's House Guests, implementing a variety of daily activities in order to enhance and maintain each person's cognitive, physical, social, and emotional well-being. Demonstrates full knowledge in assigned area and is an experienced contributor.

Primary Responsibilities:

*** This staff member will be responsible for picking up lunch daily**

*** Responsible for lunch recovery**

***Show knowledge and ability to uphold Marion County Health Department food safety policies and procedures**

***Display ability to prepare appropriate Guest lunches, maintain food inventory, follow monthly menu**

*** Will pay milage**

· Ensure that each Guest is continually monitored for health and safety, which includes, but is not limited to direct supervision, fall prevention, medication monitoring, proactive personal care and emergency preparation

· Have the physical ability to transfer Guests safely and properly

· Engage in scheduled physical activities in Guest Relations

· Assist in the distribution of medications as directed by the Senior Guest Relations Assistant or Family Care Manager as needed.

· Implement an on-going, mature activity program which meets the needs of every Guest

· Express knowledge and continuing education in programming for persons living with Alzheimer's disease, other dementias, multiple sclerosis, Parkinson's disease, MRDD, autism, and other challenges that our Guests may face

- Assist with Activities of Daily Living (ADL) aligned with each Guest's needs and according to individual Care Plans
- Exhibit thorough knowledge and complete confidentiality of pertinent Guest information located in the Emergency Binder
- Maintain all necessary records such as Daily Activity Log, Incident Reports, Extra Clothing Reminder, Sign-in Sheets, Individual Guest Reports, Daily Personal Care record and any other necessary documentation
- Utilize exceptional organizational, multi-tasking skills and perform daily tasks with high efficiency
- Be directly responsible for creating an uplifting, positive, welcoming and loving environment
- Participate in training and cover the front desk during designated/rotating hours
- Develop and maintain supportive relationships with caregivers
- Make Guest Relations volunteers feel welcomed, appreciated and important

At Joy's House, we celebrate our values of *Individuality* and *Inclusion*.

Employment opportunities at Joy's House are based upon one's qualifications and capabilities to perform the essential functions of a particular job. Joy's House is an equal opportunity employer.