Guest Relations Assistant
Job Description

Make a difference for adults with a life altering diagnoses

At Joy’s House, our work is more than just a job, it’s a mission...
- A mission to provide care for adults living with physical and mental challenges while providing respite for caregivers.
- A mission to build a world where all individuals with life-altering diagnoses and their families are living fulfilled lives of knowledge, choice, and comfort.

How we fulfill our mission is just as important as what we do...
- We treat everyone with dignity and compassion.
- We provide exceptional adult day and caregiver services.
- We champion our values of self-worth, fulfilled lives, safety, individuality, truthfulness, comfort, and inclusion.

We are looking for you to join our team...
- Do people describe you as caring and compassionate?
- Is safety important to you?
- Do you value treating others with dignity and respect, regardless of diagnosis?
- Are you up for laughing and having fun with our Guests daily?
- Do you enjoy a good ol’ fashioned game of Bingo?

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.
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Join our team, where your work will have a direct impact.

Guest Relations Assistants provide safety and community for Joy’s House Guests, implementing a variety of daily activities to enhance and maintain each person’s cognitive, physical, social, and emotional well-being.

The primary responsibilities for this role are...

- Creating a welcoming, meaningful, and positive relationships with volunteers, caregivers, Guests, and other individuals who may meet Joy’s House.
- Have fun engaging Guest's in physical, cognitive, or social activities throughout the day while monitoring and ensuring their health and safety and following individual care plans.
- Learning more about Alzheimer’s disease, other dementias, multiple sclerosis, Parkinson’s disease, MRDD, autism, and other challenges that our Guests may face.
- Serving lunch and snacks based on dietary restrictions of our Guests and in accordance with the Marion County Health Department food safety policies and procedures.
- Helping to 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.

We value you and offer...

Hourly Full-time and Part-time positions available

Flexible Scheduling

Opportunities for growth and leadership

Familial and warm company culture

Generous Paid Time Off and Holiday Schedule

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*403(b) Retirement Savings option*

*Supplemental Health Insurance*