



## 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.



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*

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.



*403(b) Retirement Savings option*

*Supplemental Health Insurance*

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.