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| **Peacehaven Community Farm** | | **Home Life Leader** | | | |
| **REPORTS TO:** | Dir. of Housing & Program Services | | | **STATUS:** | Exempt |
| **SIGNATURE:** | | | **DATE:** | |  |

**Core Job Responsibilities:**

The Home Life Leader (HLL), a live-in position, provides care and support to our Core Members (CM), individuals with Intellectual and Developmental Disabilities (IDD). The HLL supports and contributes to a therapeutic model established to help CMs to flourish and to learn and demonstrate their highest level of independence and responsibility.

The home and community life team provide skilled direct care supports that ensure CM safety and well-being, provide CMs with a safe, stable, and loving home, and supports their integrated participation in all aspects of daily life. Sharing life with the CMs, members of the Home and Community Life team will learn how to serve and how to relate to others in this unique and vibrant environment.

Supported by and reporting to the Director of Housing and Program Services (DHPS), a Home Life Leader (HLLs) is a full-time, salaried position and is eligible for Peacehaven employee benefits.

**Responsibilities and Duties:**

* Live and work in a family-style home in a life-sharing community, adhering to the Peacehaven standards and best practices, designed to ensure a healthy organizational culture that demonstrates the Peacehaven’s Core Values.
  + Help create and support a healthy lifestyle
  + Navigate multiple schedules
  + Motivate and encourage CMs through transitions
  + Support growth and new skill-building
  + Comfort and celebrate
* Perform tasks, duties, and responsibilities aimed at helping and empowering CMs with various tasks of daily life, including:
  + Hygiene, preparing for work, suggestions for dressing, preparing for sleep at night, getting up in the morning
  + Assisting CMs with medication
  + Assisting CMs with personal goals such as physical exercise, individual food plans, pursuing a hobby, and/or performing tasks that encourage an appropriate level of independence
  + Planning healthy, well-balanced meals and assisting CMs with cooking and eating
  + Assisting CMs with cleaning - individual bedrooms and bathrooms as well as shared living spaces, trash, recycling, composting, laundry
  + Transporting CMs to jobs, day programs, outings, activities
  + Money management
  + Medical appointments, including communicating effectively and advocating with doctors and office staff and CM families / guardians
  + Support CMs during the night, as needed
  + Communicate clearly and effectively with CM family members and work associates
  + Assist CMs with social connections
  + Collaborate with other HLLs and leaders to ensure a positive environment for all and appropriate care for CMs
* Supports the Core Members through managing routine coordination needs
  + Serving as the main point of contact with Core Member families/guardians for any routine medical changes or needs (updates in medications, appointment scheduling, minor interventions or treatments, etc.), individual vacations or appointments, purchases of individual items for CMs (e.g. hygiene products), etc.
  + Working as a point of contact for any routine issues with Core Member employers (e.g. a Core Member being unable to work a particular shift).
  + Facilitating and resolving house or automotive maintenance issues appropriately.
  + Communicating any routine scheduling issues with volunteers and other support staff as needed.
  + Collaborates with other members of the housing staff to ensure that coordination efforts are smooth and effective.
  + Assists in the routine care and coordination of the house animals (veterinarian needs, grooming, arrangements for house breaks, etc. ).
* Assists the DHPS in tracking the household expenses, working within the budget, and reducing costs.
* Participate in a variety of meetings including PCF staff and training meetings, Community Life Meetings, and other meetings as scheduled
* Participate in Saturday Garden workdays
* Accompany Core Members at community engagement functions and organizational fundraisers and events, including occasional church services
* Embody the mission and vision of PCF by modeling the core values and practices
* On-going investment in community and shared living, as demonstrated by active participation in the activities of daily living both in the residential home and on the farm.
* Undertake other duties as assigned by members of leadership

**VALUES AND STANDARDS OF BEHAVIOR:**

1. Demonstrates behaviors that incorporate the Peacehaven Community Farm values:
2. Work practices exhibit ethics and integrity.

* Keeps promises and commitments and takes responsibility for the results of his/her decisions.
* Recognizes the contributions of others and give credit where credit is due.
* Always seeks to follow policies and procedures.

1. Provides outstanding care and services.

* Provides leadership to ensure the achievement of agency and house specific goals.
* Takes ownership of problems and asks for help when needed.
* Responds effectively to Core Members, visitors, and co-workers and assists them in a helpful, positive way.

1. Demonstrates individual initiative and creativity.

* Takes on assignments that provide an opportunity to learn.
* Encourages, develops and accepts new innovative ways of doing things.

1. Shows respect and compassion for all individuals.

* Greets Core Members, visitors, volunteers, and other staff in a friendly manner.
* Demonstrates concern for the rights, privacy, and confidentiality of others.

1. Chooses to demonstrate a positive attitude.

* Determines to make each day a GREAT day
* Has fun with co-workers, Core Members, families and PCF friends
* Smiles, smiles and smiles some more.

1. Manages resources efficiently and works with team members to reduce costs and improve quality.
2. Demonstrates personal accountability.

* Completes assigned tasks in a timely manner and keeps appropriate persons informed of problems.
* Demonstrates appropriate use of universal precautions and personal protective equipment.
* Demonstrates adherence to established dress code.

1. Performs other duties and responsibilities as assigned.

***Knowledge, Skills and Abilities:***

* Ability to model and encourage healthy behavior for Core Members (CM) in social situations, house relationships, facilitating heathy lifestyle choices, and maintaining household cleanliness
* Ability to work independently and effectively to respond to the community’s needs
* Ability to effectively engage CMs in activities and in conversation
* Ability and willingness to assist CMs in completion of household/farm tasks, personal hygiene, self-care and personal goals
* Effective and therapeutic oral and written communication skills
* Active listening skills
* Creativity, flexibility, attention to detail and ability to organize time
* Strong verbal and written English communication skills
* College education and two years of work experience preferred
* Desire to work with, to learn from and to relate to people with intellectual disabilities
* Desire to work in a unique life sharing community environment where the beliefs and spiritual journeys of people from a variety of religious and philosophical backgrounds are respected and encouraged
* Maturity as demonstrated by the ability to share responsibility for managing a home, work cooperatively as part of a team, take responsibility for health and safety of others, and work with diverse individuals
* Valid driver’s license and ability to drive comfortably in the city
* Ability to learn about intellectual disabilities, mental health, health disorders, simple nursing care, behavior management strategies, personal hygiene, etc.

***Minimum Requirements:***

* Ability to work as a member of a team and non-profit
* Discrete and confidential in handling private information
* Ability to pass background checks
* Valid NC or international driver’s license, and NC auto insurance
* Certification in CPR or ability to obtain
* Interest in farming, gardening and sustainable agriculture
* Applicants need to have healthy strategies for self-care and physical well-being
* Must be drug free