



Job Description:

Job Title:	COMMUNITY BUILDER
Effective Date:	TBD
Reports To:	Community Manager
Exemption Status:	Non- Exempt
Full Time:	\$23/Hourly

Overview:

The Community Builder (CB) works directly with adults with intellectual and developmental disabilities (IDD) and/or autism who reside at SAIL Home Scituate. The CB supports residents in building independent living skills, goal setting and tracking, and accessing care as needed. This role includes daily check-ins, fostering social engagement, and ensuring residents receive the right level of support beyond their direct care services.

The CB is expected to live on-site, with an apartment provided at a significantly reduced monthly rent. Weekly schedules include both awake and asleep shifts, based on resident needs. Residents attend day programs and jobs Monday–Friday, 8:00 AM–3:00 PM, and staff schedules are structured around these hours.

The Community Builder reports to the Community Manager (CM) and the Executive Director of SAIL Home.

Key Responsibilities:

Awake Hours: Awake hours are all hours worked directly with the residents **or** administrative duties. Awake hours are focused on supporting the residents, completing documentation and other administrative tasks around resident care. Duties and responsibilities for awake hours:

- Assist and support residents with independent living skills.
- Ensure residents are prepared for their day program or work and facilitate the exchange with planned transportation to ensure residents attend their daily scheduled activities.
- Assist residents with their time management, meal planning, meal preparation, shopping lists, and household chores.
- Provide support for personal hygiene including: laundry, clothing choice, advise and supervise grooming.
- Facilitate weekly community activities and social gatherings.
- Develop rapport and trust with residents, families, and support teams.
- Foster a positive, safe, and welcoming community environment.
- Conduct and document emergency drills (fire, power outage, etc.) and ensure emergency contacts and medical information remain updated.
- Coordinate with families and CM on health care needs including: coordinating appointments, monitoring compliance with self-medication routines, monitor for changes in health and notify CM and family of any health concerns.
- Assist with money management as needed.
- Support residents in reporting maintenance issues to the CM and following up as needed.
- Follow and enforce SAIL Home emergency protocols, reporting urgent issues such as injuries, medical emergencies, or missed check-ins to the CM.
- Work collaboratively as part of the team to support independent living goals.
- Maintain confidentiality and professional boundaries in all interactions.

Sleep Hours

Asleep hours apply only during scheduled overnight shifts.

- CB must be on-site, in their residence, and available to respond immediately if a resident requires assistance.
- Any time spent actively assisting a resident during asleep hours is compensated as awake hours.
- Personal activities are permitted during asleep hours, but no other SAIL Home work duties may be performed unless pre-approved by the CM.

Qualifications:

Education: High School or Equivalent

Experience: At least one (1) year working with individuals (over the age of 16) with intellectual and developmental disabilities and/or autism or a related experience.

Licensures: CPR Certification required (or willing to be trained)

Skills & Abilities:

- Strong communication skills, with the ability to collaborate with residents, families, and teams.
- Experience supporting individuals with daily living skills and personal care.
- Problem-solving and critical thinking abilities.
- Self-motivated, reliable, and able to work independently.
- Basic technology skills, including Microsoft Office and record-keeping systems.

Compensation:

- Full time position, approximately 40 hours per week, including awake and asleep shifts.
 - On-site apartment available at a significantly reduced monthly rent.
 - 2 weeks paid vacation and 5 paid sick days annually.
 - Referrals for health insurance options through the Massachusetts Health Connector.
 - Opportunities for ongoing training and professional development.
 - Equal Opportunity Employer.
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