



Supported Access to Independent Living

## Job Description:

Job Title:	COMMUNITY BUILDER
Effective Date:	TBD
Reports To:	Community Manager
Exemption Status:	Non- Exempt
Full Time:	\$20- \$23/Hourly

## Community Builder (CB) – SAIL Home Scituate

### Position Summary

The Community Builder (CB) supports adults with intellectual and developmental disabilities (IDD) and/or autism who live at SAIL Home Scituate. This role focuses on helping residents build independent living skills, engage socially, and access appropriate support in a safe, welcoming community environment.

Residents attend day programs and jobs Monday–Friday from 8:00 AM–3:00 PM. Multiple shifts are available, including overnights and weekends.

The Community Builder reports to the Community Manager and Executive Director.

## **Key Responsibilities**

- Support residents with independent living skills
- Assist residents in preparing for work or day programs and coordinating transportation
- Help with time management, meal planning and preparation, shopping, and household chores
- Support personal hygiene needs, including laundry, clothing selection, and grooming
- Facilitate weekly community activities and social gatherings
- Build positive relationships with residents, families, and support teams
- Monitor self-medication routines and report health concerns to management and families
- Assist with money management as needed
- Follow emergency protocols and report urgent issues promptly
- Maintain confidentiality, professional boundaries, and promote human rights
- Work collaboratively as part of a supportive team

## **Qualifications**

- Education: High School diploma or equivalent
- Experience: At least 1 year of experience working with individuals (16+) with IDD and/or autism, or related experience
- Requirements: CPR certification (or willingness to be trained). Valid Massachusetts driver's license with a clean driving record
- Strong communication and problem-solving skills
- Ability to work independently and reliably
- Basic computer skills (Microsoft Office, documentation systems)

## **Compensation & Benefits**

- Pay based on experience and shift availability
- Multiple shifts available (including overnight and weekends)
- Two (2) weeks paid vacation and five (5) paid sick days annually for full-time employees
- Health insurance referrals through the Massachusetts Health Connector
- Ongoing training and professional development opportunities
- SAIL Home is an Equal Opportunity Employer.