

STEWARD

NAME OF ORGANIZATION: Share Foundation With the Handicapped, Inc.

MAILING ADDRESS: P. O. Box 400, Rolling Prairie, IN 46371

PHONE: (219) 778-2585

FAX: (210) 778-2585

E-MAIL: dmallon@sharefoundation.org **WEBSITE:** www.sharefoundation.org

CONTACT PERSON: Daniel Mallon, MSW, Director of Programming

POSITION: Live-in, full-time house manager (steward) providing companionship and guidance to two mildly to moderately mentally retarded adults.

REQUIREMENTS: Patience, acceptance of people with different ability levels; one year commitment and a valid driver's license.

BENEFITS: Weekly salary of \$250.00, two days off per week on a rotating basis, four weeks scheduled vacation, room and board, health insurance, work-related transportation and a \$1,200.00 bonus for completing one full year of service. Married persons may apply; spouse may hold another job.

BRIEF OVERVIEW: Share Foundation With the Handicapped is an organization that exists to assist mentally retarded / other-abled people and their families in many different areas. Currently, we are developing a peaceful, rural and Christian community for the mentally retarded on 185 acres of land named Sharing Meadows. On this land, we have built twelve homes or four villages, with one more village planned. Each three bedroom home is occupied by two mild to moderate mentally retarded / other-abled adults and one full-time, live-in steward. Although they can provide for most of their self-care, minimal supervision and teaching is necessary to further foster each resident's independence. Our focus is on encouraging them to be all that they can truly be physically, psychologically and spiritually.

* * SHARING MEADOWS * *

MISSION STATEMENT: Share Foundation is a not for profit, privately funded, Christian organization. Its mission is to provide residential living, services and support programs for other-abled adults in the atmosphere of a peaceful and loving Midwestern community. We strive to accomplish this mission through recognizing, respecting and providing for the uniqueness of each individual.

For a person to get the most out of Sharing Meadows they would have to be able to adjust to the following:

- Live in a rural setting. We have 185 acres of land halfway between South Bend and Michigan City, adjacent to the Toll Road. The land offers a rural setting with a lake and woods with fruit and nut trees, plants and small gardens.

- Receive minimal supervision. The residents who live at Sharing Meadows must be able to provide their own hygiene and essential daily living needs with minimal supervision.

- Be willing to share and live peacefully with others. We are a community which has three homes per village. Each home has one house parent and two residents, all of whom have their own rooms. Being someone who is open and friendly to others is important in this family-like setting.

- Work with others to improve grounds. The residents work on the land, helping them to develop a sense of pride in their community. They maintain a 9:00 AM -3:30 PM work day on the land. Various work can include: harvesting fruits and nuts, watering, mulching, planting flowers and gardens, mowing grass, weeding, etc. Minimal supervision and instruction is provided.

- Work with other to create products. Their work days will also be spent working in craft rooms creating various wood, ceramic, sewing and cooking products. These products will be sold to earn money for various activities for those who live there. Hands-on supervision and instruction is provided.

- Be open to a Christian environment. Share Foundation solely exists to meet the needs of God's people. We encourage individual personal relationships with God and also maintain a prayerful home and community environment with meal prayers, work prayers, special prayer services, etc. All residents are respected for their religious preferences and need to be capable of respecting someone else's and/or the Foundation's religious preferences.

- Learn new skills as well as use the ones they already possess. Sharing Meadows offers individual and group programming to help the residents learn every-day living skills to foster their independence, while they are encouraged to use the skills they already possess.

Share Foundation With the Handicapped
P. O. Box 400, Rolling Prairie, IN 46371-0400
Phone (219) 778-2585
Fax (219) 778-2582
E-Mail share@sharefoundation.org

JOB DESCRIPTION STEWARD

I. QUALIFICATIONS

- A. Education - High school diploma or equivalent; college degree preferred.
- B. Experience - in caring for others. Experience with developmentally disabled preferred.
- C. Personal Qualifications
 - 1. Emotional maturity
 - 2. Objectivity
 - 3. Flexibility
 - 4. Capable of handling responsibility
 - 5. Demonstrates acceptable judgment
 - 6. Good communication skills
 - 7. Good teaching skills
 - 8. Patience with others
 - 9. Able to work independently
 - 10. Able to work well with others

II. RESPONSIBILITIES

- A. Supervision - the Steward is responsible to work cooperatively with the Director of Programming, Residential Coordinator, Work Coordinator and Executive Director. This is to develop and implement the villagers programming and to facilitate the operation of Sharing Meadows. This individual should follow up directly with the Director of Programming on any program or personnel issue within the home/community.
- B. Overview - The Steward is responsible to provide services directly to the villagers, including: teaching the necessary skills and assisting to maintain a clean, safe living environment, meal preparation and personal hygiene/grooming. The Steward is responsible for supervising, training and assisting villagers in every aspect of their lives, with the goal of fostering more independence and happiness in their lives.
- C. Approach Towards Villagers
 - 1. Relate to villagers with an attitude of equality and respect.
 - 2. Respect villagers' personal rights; encouraging and teaching them to recognize and request them.
 - 3. Enhance villagers' self-esteem at all available opportunities.
 - 4. Maintain positive Christian interactions with the villagers.
 - 5. Treat villagers in an age-appropriate manner, with dignity and respect.
 - 6. Provide positive programming by using methods that meet each villager's individual needs and encourage success.
 - 7. Demonstrate positive behavior and reinforce positive behaviors in others.
- D. Job Duties With Villagers
 - 1. Provide opportunities for villagers to make informed choices.
 - 2. Encourage appropriate socialization between villagers and others.
 - 3. Assist villagers in planning social activities within and outside of the village.
 - 4. Work cooperatively with the villagers families.
 - 5. Supervise, train and assist villagers in correctly taking any necessary medications.
 - 6. Supervise, train and assist villagers during all work activities.

7. Supervise, train and assist villagers to make appropriate choices with their spending money.
8. Supervise, train and assist villagers in grocery and other shopping within the budgeted amount.
9. Supervise, train and assist villagers in weekly meal planning and making appropriate food choices.
10. Supervise, train and assist villagers in safely and correctly preparing meals.
11. Supervise train and assist villagers in correctly completing their laundry.
12. Assure that villagers' hygiene needs are met and that acceptable standards are maintained.
13. Transport villagers when needed.
14. Follow individual programs as written by the Director of Programming.
15. Be alert to villagers' behavior changes and notify the Director of Programming.
16. Be alert to villagers' physical changes and notify the Residential Coordinator.
17. Notify Director of Programming of problems/concerns related to the villagers.

E. Homes/Property

1. Maintain a living environment that promotes trust, maximum growth and independence.
2. Provide a homelike atmosphere within the home and community.
3. Assure the home is clean at all times by supervising the cleaning, training villagers or assisting villagers.
4. Maintain household budget of the home within the allotted amount.
5. Maintain and enhance the outside grounds at Sharing Meadows on a continual basis.
6. Assist in implementation of schedules related to the upkeep of the home/community.
7. Notify Director of Programming or Maintenance Manager of any maintenance concerns.

F. Organization

1. Demonstrate cooperation between other stewards to facilitate operation of the village and Sharing Meadows as well as to model co-operative behavior for villagers.
2. Promote positive teamwork with other stewards and the organization. Identifying problem areas and assisting to develop solutions before they become detrimental.
3. Act as a positive role model for villagers, co-workers and the community.
4. Demonstrate and encourage villagers to demonstrate appropriate public behavior as a representative of Share Foundation.
5. Follow the Share Foundation policies, procedures, philosophy and mission.
6. Complete all requested paperwork correctly and in a timely fashion.
7. Attend all required training.

REPLY SHEET

PLEASE MAIL THIS REPLY SHEET BACK TO THE SHARE FOUNDATION.

_____ I am interested in pursuing volunteer work with the Share Foundation With the Handicapped. My completed application is enclosed.

_____ I am interested in speaking with someone for further information before submitting an application. Please list your phone number and the best time to reach you.

Phone Number

Best time to reach you.

_____ I am currently not interested in pursuing volunteer work with the Share Foundation with the Handicapped, but please keep me in mind in the future. Please list when you would like to be contacted again.

Phone Number

Date you wish to be contacted.

_____ I am not interested in pursuing volunteer work with the Share Foundation.

PRINTED NAME

DATE

ADDRESS

APPLICATION EMPLOYMENT



Share Foundation
With the Handicapped, Inc.
P. O. Box 400
Rolling Prairie, IN 46371

We consider applicants for all positions without regard to race, color, religion, gender, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or handicap or any other legally protected status.

(PLEASE PRINT)

Position Applied For		Date Of Application		
How Did You Hear About Us?				
CNVS/Response Booklet		Inquiry	Friend	Other _____
Last Name		First Name		Middle Name
Address Number	Street Name	City	State	Zip Code
Telephone Number(s)			Social Security Number	
E-Mail Address				

What is the best time to reach you at home? _____ AM or PM

Are you over eighteen (18) years of age? Yes No

Have you ever filed an application with us before? Yes No

If yes, when? _____

Are you currently employed? Yes No

May we contact your present employer? Yes No

Are you prevented from lawfully becoming employed in the U.S. due to Visa or Immigration Status? Proof of citizenship or immigration status may be requested. Yes No

Date available for work? _____

Do you have a valid drivers' license? Yes No

Have you been convicted of any crime, other than a minor traffic violation, within the last seven (7) years? Conviction will not necessarily disqualify an applicant from employment. Yes No

If yes, please explain.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

EDUCATION

<i>SCHOOL</i>	<i>Name & Address</i>	<i>Course of Study</i>	<i>Years Completed</i>	<i>Diploma/Degree</i>
<i>HIGH SCHOOL</i>				
<i>UNDERGRADUATE SCHOOL</i>				
<i>GRADUATE/ PROFESSIONAL</i>				
<i>OTHER (SPECIFY)</i>				

WORK EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

Employer	Employed From	Description Of Duties
Address	Employed To	
Telephone Number(s)		
Job Title	Starting Wage	
Supervisor	Final Wage	
Reason For Leaving	May we make contact ?	
Employer	Employed From	Description Of Duties
Address	Employed To	
Telephone Number(s)		
Job Title	Starting Wage	
Supervisor	Final Wage	
Reason For Leaving	May we make contact ?	
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Telephone Number(s)		
Job Title	Starting Wage	
Supervisor	Final Wage	
Reason For Leaving	May we make contact ?	

DESCRIBE ANY SPECIALIZED TRAINING, APPRENTICESHIP, SKILLS AND EXTRA-CURRICULAR ACTIVITIES.

DESCRIBE ANY JOB-RELATED TRAINING RECEIVED IN THE UNITED STATES MILITARY.

LIST PROFESSIONAL, TRADE, BUSINESS OR CIVIC ACTIVITIES AND OFFICES HELD.

You may exclude memberships which would reveal race, color, religion, gender, national origin, disability or other protected status.

OTHER QUALIFICATIONS

Summarize any special job-related skills and qualifications acquired from employment or other experience.

PLEASE STATE ANY ADDITIONAL INFORMATION YOU FEEL MAY BE HELPFUL TO US.

You have been provided with a job description. Do you feel that you are capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job for which you have applied?

Yes

No

NOTE: Do not answer this question if, for some reason, you did not receive a copy of the job description.

PERSONAL

Please do not include family members or past supervisors.

<i>Name</i>	<i>Address</i>	<i>Phone Number</i>
1.		
2.		
3.		

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize the investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of Share Foundation With The Handicapped, Inc.

Signature of Applicant

Date

Please mail completed application, along with a copy of your drivers license and social security card to:

SHARE FOUNDATION WITH THE HANDICAPPED, INC.

P.O. BOX 400

ROLLING PRAIRIE, IN 46371