



All About IBL's Expectations

This is a NON-PAID position. What does that mean?

You will not be compensated or provided with a paycheck. What you WILL receive is:

- FREE room and board
- Access to WiFi
- Internet television
- Sleeping accommodations
- 3 meals per day

Shift assignments are week-long shifts. Meaning you will have to commit to 1-week shift increments, which can be back-to-back. We DO NOT do hourly or daily scheduling.

You ARE ALSO COMMITTING to a 1-year residency in one of our homes. After one year, you will have the option to decide if you would like to continue residency or leave.

We are NOT responsible and will not accommodate:

- Transportation
- Personal Finances
- Other job schedules
- Outside Schooling
- Move-in or move-out expenses

What will we do?

- Provide you with sufficient time off to handle personal affairs
- Allow you to obtain a part-time job that will allow you to receive income with the following conditions:
 - The job HAS TO be scheduled around the work schedule you are provided by IBL. IBL needs to be treated as your primary job.
 - You can apply to jobs such as:
 - Uber
 - Lyft
 - Amazon delivery
 - HEB delivery
 - Personal Shopper
 - Or any other job that will work around your IBL schedule
- Provide you with company funded outings and "get-away" stay after your probationary period



HOME HEALTH AIDE RESPONSIBILITIES & DUTIES

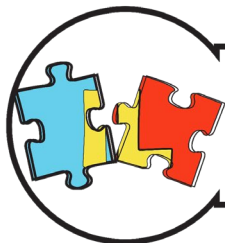
We are looking for Home Health Aides (staff) that can commit to being DAY and OVERNIGHT caregivers. We want you to be part of our supportive and rewarding work environment that is a growing company with an opportunity for personal and professional development.

Staff must have a desire to work with various types of clients and have tolerance for behaviors associated with autism and other major disabilities. As well as mental, emotional, and addiction-related processes.

This is a job that is good for someone who doesn't have a lot of other obligations as it requires physical presence and can be demanding at times.

Responsibilities & Requirements

- Be AVAILABLE when scheduled
- Complete online training and hands-on skills training
- Assist with medication reminders, bathing, dressing, hygiene, and other services, as needed
- Provides cleaning and housekeeping services on a daily basis.
- Prepares simple meals following menu, dietary instructions as instructed and with client's diet in mind
- Help clients take prescribed medication
- Assist client with ambulation and mobility around the house or outside (doctor's appointments, walks, etc.)
- Run daily errands such as grocery shopping for household items
- Transporting client to appointments
- Facilitating community and recreational outings, including transport
- Providing support with hobbies, studies, and social activities
- Help client with routine exercises
- Do the client's shopping or accompany them when they shop
- Perform light housekeeping duties that clients can't complete on their own
- Be a pleasant and supportive companion also be respectful and compassionate
- Report any unusual incidents
- Informs Area Home Manager/Supervisor of any changes in client's condition or home situation
- Act quickly and responsibly in cases of emergency by following the Requirements
- Provides documentation of care given on Agency approved forms
- Conducts self in a professional manner at all times and in all situations - this includes via text (bad language will not be tolerated)
- Reliable and insured passenger vehicle
- Comply with all Agency policies and procedures. Communicates with the proper chain of command about any problems or concerns.
- Mentor new staff and ensuring quality care for all clients
- Be able to lift at least 50 pounds and not have physical disabilities that would keep from being able to care for a client
- High school diploma or equivalent
- 24-hour shifts for week increments to include Holidays and Weekends



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ACTIVITIES THE HOME HEALTH AIDE MAY NOT PERFORM INCLUDE:

- May not contact the owner or go outside of the chain of command
- May not provide any service for which (s)he has not been trained
- May not have illegal drugs or alcohol present in client homes
- May not be under the influence of any illegal or legal substance unless it has been cleared with management and doctors orders are provided
- May not work remotely

This position is good for people who

- Do not have a high school diploma/GED or college degree
- Have gaps in their resume, or who have been out of the workforce for the past 6 months or more
- Are just entering the workforce or returning to the workforce with limited experience and education
- High School Diploma or GED
- Valid and current Drivers License
- Reliable and insured passenger vehicle
- Pass a Criminal Background Check
- Professional and personal references
- Your own Phone to load a Timekeeping app

Staff's Name Printed: _____

Staff Signature: _____ **Date:** _____