



## **Independent Living Steward**

A CASS Housing Steward is a safe neighbor to Core Members who reside at the same address. Stewards provide a source of safety, accountability, and community for Core Members; however, they are not responsible for Core Members. Stewards are responsible for fulfilling the duties outlined in the Steward Roles and Responsibilities listed below.

A CASS Housing Steward is someone who understands the beauty and potential of all people. Stewards are committed to encouraging Core Members to grow in their independence and be active in their home, family, and community.

### **Role & Responsibilities**

- 5–20-minute check-in daily.
  - Face to face preferred, phone or text to be used as a secondary method and should be a rare occurrence.
- Monitors condition of Core Members common space weekly and personal once a month.
- Submit weekly documentation of interactions with Core Members.
- Organize 1 weekly get together with Core Members for an intentional time of building trust, communication, and understanding.
- Plan 1 monthly outing with Core Members.
- Participate in 5 out of 10 Steward meetings a year.
- Attend quarterly house meetings.
- If requested and works within steward's schedule, attend Core Member's quarterly team meetings.
- Notify parents/legal guardians & CASS Housing Residential Services Director if there is an area of concern, illness, accident, or injury.
- Communicate with parents/legal guardians & CASS Housing Residential Services Director if leaving for longer than a 24-hour period.
  - Notice of leave should be given with as much advance notice as possible.
    - 1-week advance notice for up to 3 days off.
    - 2-week advance notice for 1-2 weeks off.
    - 2-month advance notice for longer than 2 weeks off.
- Report maintenance, housekeeping, security problems to Director of Operations.
- Consult with CASS Residential Services Director in dealing with issues regarding Core Member policy violations or concerns.

- Commit to setting an example of patience, kindness, & forgiveness.
- Encourage Core Members active participation in their home, family, CASS community, and greater community through programs, employment & volunteerism.
- Yearly complete CASS provided training.

### **Qualifications**

- 24 years of age or older (unless you have experience working with individuals with an intellectual/developmental disability).
- High school diploma or equivalent.
- Consent to & pass a background check.
- Renter's insurance.
- Ability to work well with others and maturely handle conflict.
- Ability to create and maintain relational boundaries.
- Excellent communication skills.
- Preferred experience working with individuals with intellectual or developmental disabilities.

### **Trainings Provided**

- CPR & First Aid – yearly provided by CASS.
- HIPPA – yearly provided by CASS.
- CASS Steward Orientation – 1 time at beginning
- Steward Meetings (5/10 a year required)

### **CASS Offices Closed/ No Steward Duties**

- New Year's Day, MLK Day, President's Day, Good Friday, Memorial Day, Juneteenth, July 4<sup>th</sup>, Labor Day, Thanksgiving & following Friday, Christmas Eve – New Year.

### **Benefits/Compensation**

- CASS Housing provides housing for stewards (\$1500 rent equivalent). Housing is a 3-bedroom, 2-bathroom home, full kitchen, and laundry. The steward pays utilities and receives a 990 Tax Form at end of year.
- Steward can maintain a full-time job outside of the home.