



## House Host Position Description

The Fellowship Community is an Intergenerational Care Community settled on 80 acres of farm and forest, 90 minutes north of New York City, the Fellowship Community serves the needs of elder members through the phases of aging, from independent apartment living to more direct care, surrounding, and supporting the individual with a more human approach to care.

<b>Location:</b>	241 Hungry Hollow Road Chestnut Ridge, NY 10977
<b>Schedule</b>	Full-time 40 hours weekly - Schedule to Be Determined
<b>FLSA</b>	Non-Exempt
<b>Compensation</b>	Commensurate with Skills and Experience
<b>Benefits</b>	Paid Time Off
<b>Reports to</b>	Hilltop House Manager

**Job Summary:** This position ensures a hospitable, welcoming, clean and professional environment in Hilltop House and for all those who contact and enter Hilltop House. The House Host supports HTH staff and members as needed.

**Responsibilities will include, but may not be limited to, the following:**

- Greet and welcome all visitors and staff who come through the front doors and ensure sign-sheets and temperature checks are completed and masks are being used.
- Support visitors as needed, and graciously inform of any restrictions.
- Ensure members sign in and out for all departures and returns. Be aware of all transports.
- Keep close eye on foyer, front porch, helping to monitor safety or calling for help as needed.
- Aware of the rhythm of the day and current events at HTH and troubleshooting issues as they arise.
- Assisting to encourage members to get to activities.
- Maintain a clean, safe, and orderly environment, including the coat closet.
- Aware of emergency procedures and geothermal system.
- Aware of member whereabouts and their health status.
- Ensure safety and support for members in public foyer area.
- Channel all mail and supply deliveries and orders to respective co-workers and buildings
- Collaborate with care teams, coworkers, and members.
- Assist Hilltop House Manager, and Care Coordinators as needed.
- Respond to and field phone calls coming to Hilltop House. Receive and handle all mail and other deliveries.
- Maintain daily records in accordance with Fellowship policy.
- Provide backup support for members at meal time if needed.
- Attend 8:30 am morning care meetings.
- Review daily log of members.
- Prepare Goethe Room for events and provide support as needed.
- Update daily schedule on chalkboard.
- Maintain foyer bulletin board display.
- Helps facilitate calls between Members and family or loved ones.
- Submit work orders.
- Maintain locker assignments, assign lockers for new employees as needed.

**Education, Skill Set and Qualifications Needed**

- First and CPR Certification preferred
- High School Diploma Required, Associates Degree preferred
- Able to read, write listen and communicate clearly and effectively in English. Spanish as a second language preferred.
- Similar work experience required
- **\*COVID-19 VACCINE IS REQUIRED\***

**Qualifications, Character Qualities and Work Style**

- Adaptable and flexible. Open to change and variations in workplace and workflow.
- Creative, sensitive to problems, problem solver. In-tune with others' need for self-advocacy.
- Compassionate. Gentle. Active Listener. Demonstrates discernment. Respectful.
- Team Collaborator. Able to adjust actions in relation to other’s actions. Works well with others.
- Takes initiative. Able to see what needs to be done. Naturally take on responsibilities and challenges.
- Self-confident. Grounded. Able to take direction and lead. Respectfully shares opinions and direction.
- Stable. Able to apply de-escalation strategies and skills as needed. Maintains composure and self-control. Keeps emotions in check.
- Detail oriented, self-motivated and dependable. Thorough in completion of work tasks and fulfilling obligations. Finds ways to accomplish the desired goal / effect.
- Attentive to privacy issues. Able to support compliance with HIPAA, RSFF policies and procedures and NY State and Federal laws.
- Integrity. Honest and ethical.
- High Quality standards of customer service and caregiving.

**Environmental Factors**

- Duties may include some work outside of regular office hours
- Must be able to move and respond quickly if needed
- Must be able to physically handle, lift, hold, reach for and move heavy objects
- Must be able to sit for extended periods of time
- Physically able to reach with hands and arms, balance, stoop, kneel, and lift up to 50 lbs. while avoiding potential injury

I acknowledge receipt of the above Job Description and warrant I am able to meet the above requirements.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

**AGREEMENT TO MAINTAIN CONFIDENTIALITY**

Data Access/Confidentiality: I understand that information I will be handling may be protected by State and/or Federal Law as well as the Attorney Client Privilege. These sections include but are not limited to the Health Insurance Portability and Privacy act (42 U.S.C. section 1320d et seq.), 42 CFR Part 2 (substance abuse treatment information), 12 V.S.A. section 1612 (patient’s privilege), 18 V.S.A. 1852(a)(7) (patient’s rights) and the Attorney Client Privilege (12 V.S.A. section 1613, V.R.E. 502) etc. I, also; understand that on occasion, I will be called upon to access personnel information of a sensitive nature. I understand that unconditional compliance with all privacy provisions is an essential function of my job. This necessarily includes items of confidence disclosed to me by my supervisor and if applicable items of a sensitive nature (including proprietary information) disclosed to me by the C.E.O. I understand and agree to follow all State and Federal law, all applicable NKHS policies, and the directives of my supervisor (whether written or oral) concerning the protection of information received in connection with my employment. I agree that under no circumstances will I discuss sensitive information obtained in connection with my position with third parties including other employees without authorization from my supervisor. I understand that breach of confidentiality is a serious violation that could result in termination.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date