Island Autism – Live-In House Manager

Island Autism is seeking a reliable, caring, and organized individual for a long-term, live-in House Manager position supporting a woman in her 50s with an intellectual/developmental disability (IDD).

The individual is very independent—she drives her own car, has a job, and spends much of her day out of the house. No personal care is required. This role focuses on household management, companionship, and helping maintain daily routines and responsibilities.

This position offers a flexible schedule, with support primarily needed in the mornings and evenings. It could be an excellent fit for someone who has another daytime job.

Compensation includes subsidized housing and a monthly stipend to cover the agreed-upon support and household management responsibilities.

Primary Responsibilities

1. Household Management

- Help maintain a clean, organized, comfortable, and safe home
- Assist with light cleaning, laundry, dishes, and general household upkeep
- Help with grocery shopping, meal planning, and cooking
- Establish and maintain household routines and schedules
- Coordinate household maintenance, repairs, and services as needed
- Support the individual in keeping her belongings and living spaces organized

2. Daily Living Support

- Provide reminders and assistance with daily routines and responsibilities
- Help with planning, organization, and follow-through on tasks
- Encourage healthy habits related to meals, exercise, and general wellness
- Offer guidance and help with problem-solving when needed
- Support independence and personal decision-making

3. Companionship & Emotional Support

- Spend regular time together through shared meals, conversation, and activities
- Participate in occasional community outings or recreational activities
- Provide reassurance and support during stressful situations
- Help create a positive, comfortable, and respectful home environment

4. Scheduling & Appointment Coordination

- Help schedule and track medical, dental, and other appointments
- Maintain an organized calendar and provide reminders
- Assist with appointment preparation and follow-up as needed

- Coordinate vehicle maintenance and other household services
- Communicate relevant updates with family and the Island Autism support team

5. Communication & Coordination

- Maintain regular communication with the individual and her support team
- Participate in occasional check-ins and planning conversations
- Share important updates about household needs, schedules, or concerns
- Respect the individual's privacy, independence, and personal boundaries

Schedule

This is a flexible, live-in position with responsibilities primarily in the mornings and evenings.

Because the individual works, drives, and is often out of the house during the day, this position can work well for someone with another daytime job or other commitments.

The specific schedule and expectations will be established collaboratively, allowing for personal time while ensuring consistent household support and companionship.

Qualifications

The ideal candidate is:

- Kind, patient, dependable, and personable
- Organized and comfortable managing household responsibilities
- A strong communicator with good problem-solving skills
- Respectful of the individual's independence, privacy, and choices
- Comfortable providing companionship and emotional support
- Interested in a long-term living arrangement
- In possession of a valid driver's license and reliable transportation

Previous experience supporting individuals with IDD or managing a household is helpful but not required.

Compensation

- Subsidized housing/rent
- Monthly stipend provided to compensate for agreed-upon support needs, companionship, and household management responsibilities
- Additional compensation may be available for responsibilities beyond the established expectations

Specific compensation and housing arrangements will be discussed with candidates.