

Employee Responsibilities

Ruth Kantrowitz
 President
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Sky Residential Services Mission: To provide 24 hour supervision and caregiving functions on a daily basis as to ensure the well being of each and every client.

Kim Nguyen
 Administrator
 Direct (414) 916-2710
 kim@skyresidential.com

Duties as Follows:

1. Provide 24 hour awake care.
2. Assist clients with personal cares and/or bathing according to the Individual Service Plan.
3. Assist clients with carrying out leisure time activities.
4. Provide 3 well balanced nutritional meals per day plus snacks.
5. Carefully dispense medication as ordered and found in the locked medication closet.
6. Perform housekeeping duties as scheduled by House Manager.
7. Be ready to take any type of emergency action needed.
8. Follow all State and Company policies.
9. Attend mandatory employee meetings and inservices.
10. Meet all inservice hours as required by the State of Wisconsin
11. Report to House Manager.
12. Perform any other duties as assigned.

Sky Residential – Corporate
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Sky Residential – Brookside
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 New Berlin, WI 53151
 Ph (262) 821-1406

Sky Residential – Grace
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 Mequon, WI 53092
 Ph (262) 236-3870

Sky Residential – Berwyn
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 Glendale, WI 53209
 Ph (414) 446-4043

Sky Residential – Franklin
 8104 S. 35th Street
 Franklin, WI 53132
 Ph (414) 421-1886

Sky Residential – Edgewood
 2240 W. Hemlock Road
 Glendale, WI 53209
 Ph (414) 351-3514

Signature of Employee

Date

Signature of House Manager

Date