

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 nutritinonal 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 requirements as required by the State of Wisconsin
11. Report to House Manager.
12. Perform any other duties as assigned.

Sky Residential –
 Corporate
 N94 W20846 Schlei Road
 Menomonee Falls, WI
 53051
 Ph (414) 916-2710
 Fax (262) 293-9117

Sky Residential –
 Brookside
 2405 S Brookside
 Parkway
 New Berlin, WI 53151
 Ph (262) 821-1406
 Fax (262) 821-1483

Sky Residential – Grace
 4413 W. Grace Avenue
 Mequon, WI 53092
 Ph (262) 236-3870
 Fax (262) 236-3871

Sky Residential – Berwyn
 7425 N. Berwyn Avenue
 Glendale, WI 53209
 Ph (414) 446-4043
 Fax (414) 446-9312

Sky Residential – Franklin
 8104 S. 35th Street
 Franklin, WI 53132
 Ph (414) 421-1886
 Fax (414) 421-3326

Signature of Employee

Date

Signature of House Manager

Date