

Staffing and Operations Plan for a Semi-Independent Living Home for 16-18 Year Olds

1. Overview

The semi-independent living home is designed to support 16-18 year olds in developing the skills and confidence needed for independent adulthood. The home provides a safe, structured, and supportive environment where residents can learn life skills, pursue education or employment, and transition to full independence. The staffing and operations plan ensures the home runs smoothly, meets regulatory requirements, and provides high-quality care and support to residents.

2. Staffing Structure

The staffing model is designed to provide 24/7 support while maintaining a balance between supervision and fostering independence. The team includes a mix of full-time, part-time, and on-call staff to ensure adequate coverage and flexibility.

Key Roles and Responsibilities

1. *Home Manager*

- ***Role***: Oversee the overall operation of the home, including staff management, budgeting, and compliance with regulations.
- ***Responsibilities***:
 - Ensure the home meets all legal and regulatory requirements.
 - Manage staff schedules, training, and performance.
 - Act as the primary point of contact for external agencies, families, and stakeholders.
 - Monitor the well-being and progress of residents.

2. *Support Workers (Full-Time and Part-Time)*

- ***Role***: Provide day-to-day support to residents, helping them develop life skills and independence.
- ***Responsibilities***:
 - Assist residents with daily living tasks (e.g., cooking, cleaning, budgeting).
 - Provide emotional support and guidance.
 - Facilitate group activities and workshops (e.g., life skills training, career planning).
 - Monitor residents' safety and well-being.

- Escalate concerns to the Home Manager or relevant professionals (e.g., social workers, therapists).

3. *Night Support Workers*

- ***Role***: Ensure the safety and well-being of residents during overnight hours.
- ***Responsibilities***:
 - Conduct regular checks on residents throughout the night.
 - Respond to emergencies or concerns as needed.
 - Maintain a quiet and secure environment.

4. *Life Skills Coach*

- ***Role***: Focus on helping residents develop essential skills for independent living.
- ***Responsibilities***:
 - Deliver workshops on topics such as budgeting, cooking, job readiness, and time management.
 - Work one-on-one with residents to set and achieve personal goals.
 - Collaborate with external agencies to provide additional training or resources.

5. *Administrative Assistant*

- ***Role***: Handle administrative tasks to support the smooth operation of the home.
- ***Responsibilities***:
 - Maintain resident records and documentation.
 - Manage schedules, appointments, and communications.
 - Assist with budgeting and financial reporting.

6. *On-Call Staff*

- ***Role***: Provide additional support during emergencies or staff shortages.
- ***Responsibilities***:
 - Be available to cover shifts or respond to urgent situations.
 - Provide backup support for key roles as needed.

*3. Staffing Ratios*

To ensure adequate supervision and support, the home will maintain the following staffing ratios:

- *Daytime (8:00 AM - 10:00 PM)*: 1 staff member for every 4-6 residents.
- *Nighttime (10:00 PM - 8:00 AM)*: 1 staff member on duty for the entire home.
- *Weekends and Holidays*: Additional staff may be scheduled to accommodate activities and higher resident presence.

*4. Daily Operations*

The home will operate on a structured yet flexible schedule to balance independence with support.

*Sample Daily Schedule*

- *7:00 AM - 9:00 AM*: Morning routine (breakfast, personal hygiene, preparing for school/work).
- *9:00 AM - 3:00 PM*: Residents attend school, work, or training programs. Staff conduct administrative tasks, plan activities, and provide one-on-one support as needed.
- *3:00 PM - 6:00 PM*: Afternoon activities (homework support, life skills workshops, group discussions).
- *6:00 PM - 8:00 PM*: Evening routine (cooking dinner, cleaning, leisure activities).
- *8:00 PM - 10:00 PM*: Wind-down time (relaxation, preparing for bed).
- *10:00 PM - 7:00 AM*: Overnight supervision and support.

*5. Key Operational Policies*

1. *Resident Independence*:

- Residents are encouraged to take responsibility for their daily routines, with staff providing guidance and support as needed.
- Gradual increases in independence are tailored to each resident's progress and readiness.

2. *Safety and Security*:

- Regular safety checks and risk assessments are conducted.
- Clear protocols are in place for emergencies, curfews, and visitor management.

3. *Life Skills Development*:

- Weekly workshops and one-on-one coaching sessions are offered to help residents build essential skills.
- Residents are encouraged to set and work toward personal goals (e.g., finding a job, managing finances).

4. *Communication and Reporting*:

- Staff maintain detailed records of residents' progress, incidents, and support plans.
- Regular meetings are held with residents, staff, and external stakeholders (e.g., social workers, families) to review progress and address concerns.

5. *Staff Training and Development*:

- All staff receive training in areas such as safeguarding, trauma-informed care, and life skills coaching.
- Ongoing professional development opportunities are provided to ensure high-quality support.

*6. Conclusion*

The staffing and operations plan for the semi-independent living home ensures a supportive and structured environment for 16-18 year olds transitioning to independence. By maintaining appropriate staffing levels, providing targeted support, and fostering a culture of growth and responsibility, the home will empower residents to build the skills and confidence they need for successful adult lives.