

Title: Respite Care Provider II
Hours: On-Call
Wage Range: \$20.00/hour to \$25/hour, depending upon experience
Supervisor: Respite Coordinator
Exempt Status: Non-Exempt

Job Summary:

The Respite program provides respite care for caregivers of the elderly and people with developmental and/or physical disabilities. Under general supervision, this position provides in home care, development and age appropriate activities for disabled and elderly individuals. This position may also provide transportation services for clients needing transportation.

Supervisory Responsibilities:

- None.

Duties/Responsibilities:

- Notify supervisor of any unusual situations that arise
- Meet with family and/or caregivers for interview and discussion of services needed
- Provide care, i.e. preparation of food, companionship, etc. for clients with disabilities and/or the elderly.
- May provide transportation services for client's needs such as transportation to medical appointments, etc.
- Submit timesheets and travel reimbursements on time and complete
- Responsible to adherence to all program related requirements
- Attend trainings as appropriate for position and as directed by supervisor
- Use culturally sensitive and appropriate language with clients
- Maintain client confidentiality with other agencies and general public
- Act as a mandated reporter of adult and/or child abuse while performing job responsibilities
- Other related duties as assigned

Required Skills/Abilities:

- Must be reliable and extremely trustworthy
- Familiarity and interest in working in the human services field
- Interest in working with people who have complex medical issues and/or cognitive challenges
- Ability to use the Internet and e-mail systems
- Ability to effectively resolve conflict and cope with crisis situation
- Ability to pass a background clearance including fingerprinting
- Ability to maintain CPR/First Aid certification throughout employment

Education and Experience:

- High school diploma or equivalent
- 3 years' experience providing services for people with dementia and/or Alzheimer's
- Demonstrated ability to help a person with disabilities and/or other navigation challenges move from one location to another
- Demonstrated experience working with someone who has several medical needs, for example, a feeding tube, etc.
- Demonstrated ability to work with a wide variety of people
- Demonstrated excellent communication skills and the ability to effectively share information with family members regarding the client's progress while in your attendance

Physical Requirements:

- Ability to work in a variety of client's homes
- Must be able to lift 10 pounds or more
- Must to able to walk for average periods of time

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.