



JOB DESCRIPTION

Job Title: Respite Care Provider

Program: Family Services

Reports to: Team Leader

FLSA: Non-Exempt On-Call

The following statements are intended to describe the general nature and level of work being performed. They are not intended as a complete list of all responsibilities, duties and skills required of personnel so classified

SUMMARY:

The Respite Care Provider provides short term, direct care for eligible consumers. The purpose of this care is to provide relief for parents or guardians to enable them to attend to personal matters, which may require absence from the eligible consumer.

DUTIES AND RESPONSIBILITIES:

1. Depending upon the eligible consumer needs, provides direct care as per parental instruction indicated on the Care Provision Instruction form. This may include implementing training programs such as eating, toileting and recreational activities.
2. Assures that health, safety and recreational needs are observed.
3. Prepares meals and assists the consumer in nutritional skills, ensuring that nutritional needs are met during the time of care.
4. Assists with medications per parent or guardian instructions.
5. Maintains respite care apartment when scheduled at that location including general cleanliness and orderliness, assures supplies and equipment are available, reports needs and deficiencies and assures that safety precautions are observed.
6. Observes and supervises eligible consumers activities.
7. Performs or requests emergency as required.
8. Maintains records and prepares reports on services provided.
9. Attends training seminars, in-service sessions and staff meetings.
10. Maintains current knowledge of Respite Program services and technology.

MINIMUM EDUCATION AND EXPERIENCE:

1. High School Diploma or equivalent.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

Demonstrate proficiency in direct care activities and training. Ability to communicate effectively with consumers and families, assess needs and coordinate individual consumer services. Ability to work flexible schedule. Proficient in menu planning, meal preparation and general housekeeping functions. Demonstrate interest in working in a direct care position serving the emotional, physical and health needs of eligible consumers.

LICENSES/CERTIFICATIONS REQUIRED:

Alaska Driver's License
Certification in Adult, Child-Infant CPR
Certification in First Aid
MANDT Certification

IMMUNIZATION REQUIRED:

Annual PPD Test
Hepatitis B immunization (or) Waiver

WORKING CONDITIONS:

Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

PHYSICAL ACTIVITIES:

Stooping: Bending body downward and forward by bending spine at the waist.
Crouching: Bending the body downward and forward by bending leg and spine.
Reaching: Extending hand(s) and arm(s) in any direction.
Standing: Particularly for sustained periods of time.
Walking: Moving about on foot to accomplish tasks, particularly for long distances.
Pushing: Using upper extremities to exert force in order to draw, press against something with steady force in order to thrust forwards, downward or outward.

- Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position.
- Talking: Expressing or exchanging ideas by means of the spoken word. Those activities which demand detailed or important instructions spoken to other workers accurately, loudly or quickly.
- Hearing: Perceiving the nature of sounds with no less than a 40 db loss. Ability to receive oral communication and make fine discriminations in sound.
- Driving: Minimum standards required by State Law (including license).

ENVIRONMENTAL CONDITIONS:

None: The worker is not substantially exposed to adverse environmental conditions (such as typical office or administrative work)

REVISED DATE: 03/10/01