

Sound Alternatives

Job Description

Respite Care Provider

Job Title:	Respite Care Provider	Status:	Temporary
Supervisor:	DD Program Coordinator	Pay Grade:	DOE
Department/Division:	Sound Alternatives	Classification:	Non-Exempt

POSITION SUMMARY

Under the direction of the DD Program Coordinator, this position's primary duty is the safety of the individual. In addition to safety, the provider will assist the individual in daily activities as noted in the Habilitation Plan.

ESSENTIAL RESPONSIBILITIES

- Assure adequate supervision and assistance of individual receiving services at all times, i.e.: personal hygiene and other assisted daily living skills as needed.
- Follow established safety precautions in the performance of all duties.
- Wash hands before and after performing any service for the client.
- Assure nutritious meals are available to the individual.
- Assist program coordinator and parent/guardian in developing and implementing Habilitation Plan for the person receiving services.
- Assure medications are available and taken as prescribed, when necessary, only as the program coordinator has determined. Otherwise, the provider administers no medication.
- Assist the individual with scheduling, arranging or providing accessible services.
- Keep progress notes that reflect the goals and objectives.
- Adhere to all policies and procedures of CCMC.
- Provide required documentation in a timely manner, i.e.: timesheets, care provider reports.
- Maintain a good working relationship with family of individual for which you are providing services, and with the program manager.
- Meet on a regular basis with your immediate supervisor.
- Work only hours as scheduled and notify your supervisor of any necessary changes.
- Attend training and meetings as requested by supervisor.

The above is not intended to be an all-inclusive list of essential functions for the job described, but rather a general description of some of the responsibilities necessary to carry out the duties of this position.

QUALIFICATIONS

EDUCATION: High School Diploma or GED equivalent required. Two years post secondary education in human services, preferred.

EXPERIENCE: Previous experience working with children with disabilities preferred.

REQUIREMENTS: Must be 18 years of age.

ADDITIONAL REQUIREMENTS

Upon date of Hire: Current Negative TB Test
Ability to Pass a DHSS Criminal History Background Check and Drug Test
Must be current in all immunizations

EQUAL EMPLOYMENT OPPORTUNITY

CCMC shall seek to insure and provide equal opportunity for all persons seeking employment without regard to race, age, color, religion, gender, marital status, sexual orientation, military status, national origin, disability, or any other characteristic as established by law.

ACKNOWLEDGEMENT OF RECEIPT OF JOB DESCRIPTION

Position: Respite Care Provider

I acknowledge I have received a copy of this job description. I understand the duties, and am fully able to meet the requirements, and perform the essential functions of this position, with or without reasonable accommodations. I further acknowledge, and understand, this job description does not create an employment contract, and nothing contained herein alters my at-will employment status.

Employee Signature

Date

Supervisor Signature

Date

Print Name