



Job Description

Title: Respite Care Provider
 Hours: On Call
 Wage Range: Starting at \$12.00
 Supervisor: Respite Coordinator
 Exempt Status: Non-Exempt

Position Description:

The In-Home Respite program provides respite care for caregivers of the elderly and developmentally, mentally and physically disabled individuals. Under general supervision, this position provides in-home care, developmental and age appropriate activities for disabled or elderly individuals. This position may also provide transportation services for client's needing transportation to medical appointments, etc.

Essential Duties

Function Name	Tasks
Adheres to agency philosophy and mission	<ul style="list-style-type: none"> ▪ Supports the agency's mission, vision and values by exhibiting the following behaviors: excellence and competence, collaboration, innovation, respect, accountability and commitment to our agency and community
Possess and uses skills and abilities as applies to position	<ul style="list-style-type: none"> ▪ Works with others with integrity, positive attitude, initiative, cooperation, adaptability, fairness, ingenuity and dependability ▪ Desire to work in an industry whose primary focus is serving people and communities ▪ Self-motivated person who can work well independently as well as take instruction from supervisor or agency management ▪ Possess ability to effectively communicate with a wide variety of people from ethnically and economically diverse backgrounds
Program client services responsibilities	<ul style="list-style-type: none"> ▪ Meet with family for interview and discussion of services needed ▪ Provide care, i.e. preparation of food, companionship, etc. for clients with special needs or the elderly ▪ May provide transportation services for client's needs transportation to medical appointments, etc. ▪ Submit timesheets and travel reimbursements on time and complete ▪ Responsible to adherence to all program related requirements

	<ul style="list-style-type: none"> ▪ Must maintain CPR/First aid certification throughout employment ▪ Must be able to pass and maintain background clearance throughout employment ▪ If providing transportation services, must maintain active auto insurance and driver's license
Assist in maintenance of accurate records	<ul style="list-style-type: none"> ▪ Maintain timely and accurate records including timesheets and travel records
Meeting attendance including trainings, workshops, staff meetings, etc.	<ul style="list-style-type: none"> ▪ Attends trainings and workshops as appropriate for position and as directed by supervisor
Other areas of responsibility	<ul style="list-style-type: none"> ▪ Assists with events sponsored by service and agency as needed ▪ Maintains a valid driver's license and automobile insurance throughout employment ▪ Maintains CPR/First Aid certification ▪ Responsible and accountable for meeting deadlines

Qualifications:

- ◆ High school diploma or equivalent
- ◆ 1 year experience working with developmentally delayed children and adults or the frail elderly
- ◆ Demonstrated ability to work with a wide variety of people
- ◆ Demonstrated good communication skills

Work Environment

Works in client's homes, therefore environments can vary. Employees may request approval to decline some assignments based upon allergens in the home or conflicts in terms of schedule, etc. Must be able to lift 10 pounds or more. Must be able to walk the average periods of time.

Performance Standards

Function	Below Expectations (passive, non-performing)	Solid Performance (active, performing)	Above Expectations (anticipating, proactive)
Supports agency philosophy & mission	<ul style="list-style-type: none"> ▪ Supports agency with mediocrity and incompetence ▪ Fails to collaborate ▪ Uses same methods rather than trying to improve old methods ▪ Fails to respect co-workers, clients, etc. ▪ Does not follow-through with assignments; is not accountable for work ▪ Shows lack of commitment to agency and community 	<ul style="list-style-type: none"> ▪ Supports agency with excellence and competence most of the time ▪ Seeks opportunities to collaborate most of the time ▪ Approaches tasks with innovation most of the time ▪ Shows respect to co-workers and clients ▪ Follows-through with deadlines; completes work as assigned ▪ Shows commitment to agency and community 	<ul style="list-style-type: none"> ▪ Supports agency with excellence and competence at all times ▪ Attempts to collaborate with partners whenever appropriate ▪ Looks for new ways to approach tasks at all times ▪ Is always respectful of co-workers and clients ▪ Proactively completes assignments ahead of time, is always aware of deadlines and completes work as assigned at all times ▪ Actively promotes both the agency and the community at all times
Use of skills & abilities	<ul style="list-style-type: none"> ▪ Interaction with others is typically negative. Approaches changes in a negative manner ▪ Requires significant supervision, above what is required for the position ▪ Lacks appropriate communicate skills 	<ul style="list-style-type: none"> ▪ Interaction with others is usually positive. Approaches changes generally in a positive manner ▪ Performs position with appropriate levels of supervision ▪ Communicates adequately across the agency 	<ul style="list-style-type: none"> ▪ Interaction with others is always positive. Approaches change with enthusiasm ▪ Requires little to no supervision (or appropriate levels of supervision for position) ▪ Highly effective communicator
Program client services responsibilities	<ul style="list-style-type: none"> ▪ Refuses to meet with client families ▪ Fails to provide good care for client. Employee may watch TV or ignore the client during their working hours ▪ Rarely provides transportation services 	<ul style="list-style-type: none"> ▪ Meets with families as needed ▪ Performs services well. Usually interacts with client ▪ Usually provides transportation services 	<ul style="list-style-type: none"> ▪ Always meets with families and asks questions pertinent to the client ▪ Performs excellent services including development of activities, etc for client. ▪ Always provides transportation services often requesting

Function	Below Expectations (passive, non-performing)	Solid Performance (active, performing)	Above Expectations (anticipating, proactive)
	<ul style="list-style-type: none"> ▪ Timesheets and travel forms are always late ▪ Fails to learn rules or adhere to rules as instructed ▪ Fails to keep CPR/First Aid current ▪ Fails to maintain a clean background clearance ▪ Fails to maintain auto insurance & driver's license 	<ul style="list-style-type: none"> ▪ Timesheets and travel forms are usually on time ▪ Learns rules and applies as needed ▪ Renews CPR/First Aid after a reminder ▪ Background clearance is maintained in a positive manner ▪ Maintains auto insurance and driver's license after a reminder 	<p>additional work</p> <ul style="list-style-type: none"> ▪ Timesheets and travel forms are always on time, typically early ▪ Proactively learns rules and applies to position ▪ Always renews CPR/First Aid without reminders ▪ Background is maintained in a positive manner ▪ Provides auto insurance and driver's insurance usually without a reminder
Assist in maintenance of accurate records	<ul style="list-style-type: none"> ▪ Often fails to maintain and submit timely timesheets and travel claims 	<ul style="list-style-type: none"> ▪ Almost always maintains timely timesheets and travel claims 	<ul style="list-style-type: none"> ▪ Always maintains timely timesheets and travel claims
Training attendance	<ul style="list-style-type: none"> ▪ Shows little interest in attending trainings 	<ul style="list-style-type: none"> ▪ Attends trainings as required 	<ul style="list-style-type: none"> ▪ Proactively searches for trainings that will benefit position
Other areas of responsibility	<ul style="list-style-type: none"> ▪ Rarely attends events sponsored by service or agency ▪ Does not maintain a valid driver's license and automobile insurance ▪ Needs on-going reminders to submit required agency paperwork ▪ Fails to submit CPR/First aid certification ▪ Rarely meets deadlines; fails to follow-through with projects 	<ul style="list-style-type: none"> ▪ Attends events sponsored by service or agency when asked ▪ Maintains a valid driver's license and automobile insurance throughout employment ▪ Submits paperwork after initial reminder ▪ Maintains CPR/First Aid after initial reminder ▪ Meets deadlines; typically follows through with projects 	<ul style="list-style-type: none"> ▪ Regularly attends events sponsored by service or agency without a request to attend ▪ Maintains a valid driver's license and automobile insurance and submits verification copies prior to expiration. ▪ Submits paperwork with no reminders ▪ Maintains CPR/First Aid without reminders ▪ Meets all deadlines; always follows-through with projects