



## Job Description

Position Title: Respite Care Provider
Employee Classification: Non-Exempt

### Role and Responsibility of the Position

The Respite Care Provider is primarily responsible for providing care and supervision to the children, youth, or adults with Autism and other qualifying disabilities of RFENC in the Consumer's home. This allows the consumer's family and/or other primary caregivers to receive a "break" or "respite."

### Work Hours

The Respite Care Provider's work hours vary depending on the family's needs. Families request services, and the Respite Care Provider chooses which bookings he/she prefers to work. Respite Care Providers are not allowed to work more than 40 hours per week but can work more than 8 hours in a day. A work week runs Sunday at 12:00 am through Saturday at 11:59 pm.

**Positions Supervised** – None

**Reporting Supervisor** – The Respite Supervisor

### Essential Job Functions

#### The Respite Care Provider's duties include but are not limited to:

- Personal Attendant Care – providing assistance as needed, and as appropriate in activities of daily living such as dressing, toileting, changing diapers, feeding, bathing, etc. This may require lifting and transferring in/out of a wheelchair, etc.
- Meal Preparation – the appropriate meal or snack which occurs during the respite booking, as provided by the consumer's family.
- Recreation – providing adaptive games and activities which offer a stimulation and enjoyable experience for the consumer during respite times.
- Medication – providing the consumer with the assistance he/she needs in order to take (oral) medication, if required during the respite time.
- Services are provided in the consumer's home or in the general community.
- Required to travel to the consumer's home but are not allowed to transport consumers.
- Entering work time and miles electronically, completing required forms, keeping certifications up to date, etc.
- Other duties, as assigned.

#### Minimum Qualifications - All Respite Care Providers Must Have:

- Be at least 18 years of age.
- Provide proof of identity and legal eligibility to work in the United States.
- Obtain/possess and maintain valid certification in CPR and First Aid.
- Be physically able to safely assist clients who require personal attendant care (refer to Role and Responsibility of the Position).
- Be willing and able to perform all aspects of the job as listed in this job description.
- Exercise good judgment in handling emergencies or any other special needs of the clients.
- Be able to follow directions, guidelines, and rules while working independently.
- Be accessible, via telephone or email, to communicate with the agency.