



RESPIRE WORKER

POSITION PURPOSE (DEFINITION)

Under general supervision, provides care and supervision of at-risk infants, children, or adults with developmental disabilities in their homes (or in the community during field trips); performs related work as assigned.

DUTIES AND RESPONSIBILITIES

- Provides nurturing direct care to infants, children, or adults with developmental disabilities.
- Assists client with personal hygiene activities; assists with selecting clothing and making choices.
- Initiates and participates in, learning and recreational activities appropriate for the client; remains on alert to alter activities as deemed necessary; provides encouragement and praise when appropriate.
- Ensures safety of the client at all times; remains responsive to the client's needs.
- May escort client into the community to go to the park, movies or other activity appropriate for the client.
- Prepares meals and snacks, washes dishes and utensils used; feeds client when necessary.
- Provides care for client in such a manner as not to interfere with others in the home; maintains clear understanding of rules of the home.
- Verifies that authorization for medical treatment forms, medication release and any other required forms are completed and on file.
- Maintains confidentiality regarding client and his/her family.
- Stays alert to signs of suspected child abuse.
- Communicates professionally with clients, guardians, or parents.
- Provides necessary paperwork to respite staff (Timesheets, Quarterly Client Summary, Special Incident Report, employee documentation, etc.) in accordance with program requirements.
- Reports suspected cases of child abuse in compliance with mandated reporting requirements.
- Complies with Changing Tides Family Services Personnel Policies and other formal Changing Tides Family Services guidelines and policies.

Carol A. Hill, Executive Director | Donna Miller-Michaud, Deputy Director

Child Care Services/Subsidies/Referrals | Special Needs Services | Mental Health Services | Parent Supports

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QUALIFICATIONS

Knowledge of:

- Principles and techniques relating to activities and care of clients with developmental disabilities and special needs.
- Basic concepts of child development, developmental disabilities, and special needs.
- Household management and personal care activities.
- Laws and regulations regarding child abuse, including reporting procedures.
- Business arithmetic.
- Recordkeeping principles and practices.
- Correct English usage including spelling and punctuation.

Skill in:

- Providing personal care to clients in their homes and in the community.
- Assisting in managing client behavior and responding promptly to emergency situations.
- Observing and accurately describing client behavior and activities.
- Maintaining accurate records.
- Exercising sound judgment within established guidelines.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Working with individuals from a variety of socio-economic and cultural backgrounds.
- Performing light housekeeping, household management, and personal care.
- Recognizing signs of child abuse.
- Understanding oral and written instructions.

Other Requirements:

Ability to work a varied schedule, including evenings and weekends. Must be 18 years of age at a minimum. Must successfully complete a respite training course approved by Changing Tides Family Services. Depending upon education and experience, Changing Tides Family Services may waive or modify the training course requirement. Must have current basic CPR and first aid certification. Must be able to see and hear within normal ranges with or without correction. Must obtain criminal history fingerprint clearance prior to continued employment. Must be able to lift up to 50 pounds. Must have access to a telephone. Must be physically mobile. Must possess a valid California driver's license, an available vehicle for work and current automobile insurance.

Desirable Education and Experience:

A typical way to obtain the knowledge and skills outlined above is:

Some college coursework in psychology, social work, child development, nursing, special

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education or a closely related field, and one year experience providing care and/or direct support services to clients with special needs.

ESSENTIAL JOB FUNCTIONS

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