

## RESPITE SPECIALIST



### POSITION PURPOSE (DEFINITION)

Under general supervision, serves as a personal attendant to provide care and supervision of children or adults who have developmental disabilities, including but not limited to: autism, intellectual disability, [cerebral palsy](#), and [epilepsy](#) and who also engage in challenging behaviors. Performs work in family residences or, as approved, in community settings.

### ESSENTIAL FUNCTIONS

- Ensures the personal safety of individuals by providing appropriate, nurturing personal care
- Assists assigned individuals with basic tasks necessary for living in a family home setting  
Tasks include toileting, feeding, participating in recreation activities, maintaining appropriate clothing, assisting individuals to go to bed at night, and other activities which are fundamental to daily living.
- Provides encouragement and praise to support positive behavior.
- Prepares meals and snacks, cleans up dishes and utensils, may feed individuals.
- Maintains clear understanding of rules of the home as well as program rules.
- Follows agency policies if administering medication.
- As approved by the supervisor, may escort consumer to participate in community activities
- If medication is to be administered, follows agency policies.
- Maintains confidentiality regarding consumer, his/her family, family activities, and any records pertaining to consumer which become known to the Respite Specialist.
- Maintains alertness to signs of suspected child abuse; follows mandated child and elder abuse reporting laws.
- Works a schedule which may incorporate providing services to multiple families, including during the evening, on weekends, or in the early morning.
- Communicates professionally with consumers, guardians, parents, and others encountered in the course of work.
- Prepares and submits required paperwork to supervisor in a timely manner.
- Accurately maintains written records or notes.
- Effectively and promptly communicates with supervisor in the event that situations arise for which the employee is unprepared or unsure how to proceed.
- Immediately consults with supervisor in the event of an unusual occurrence; prepares or supports preparation of Special Incident Reports within 24 hours of occurrence of such an event.

Kerry Venegas, Executive Director | Caitlin Scown, Deputy Director

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- Maintains current certification in CPR, First Aid, ProACT, and any other training as required by Changing Tides Family Services.
- Complies with Changing Tides Family Services Personnel Policies, procedures, and guidelines.

## **QUALIFICATIONS**

### **Desirable Education and Experience**

Minimum one year's worth of combined education and experience working with individuals with developmental disabilities who also exhibit challenging behaviors.

### **Knowledge of:**

- Autism and other developmental disabilities.
- Appropriate responses when an individual is exhibiting behavior which may pose a danger to his/her self or others.
- Personal self-care and domestic skills.
- How to effectively care for individuals in their homes.

### **Other Requirements:**

- Must be 18 years of age.
- Must have a high school diploma or GED
- Must be able to pass a criminal history review, including submitting fingerprints.
- Obtain/maintain first aid certification and CPR certification (online certification not acceptable).
- Ability to obtain ProACT certification within 90 days of hire.
- Ability to work an assigned schedule which supports the individual and his/her family. Hours frequently are during weekends and/or evenings, and will reflect a schedule to meet the family's needs.
- Personal mobility and physical abilities to work safely with individuals whose behavior may be dangerous to themselves and others.
- Ability to work in a variety of settings including private residences and community venues.
- Valid California's driver's license, access to vehicle for work, and insurance.