

POSITION DESCRIPTION

POSITION NUMBER:702.0

POSITION TITLE: Respite Worker

INCUMBENT:

POSITION SUMMARY: Delivers in-home service to families with developmentally disabled children in Reno, Carson City, Gardnerville and neighboring communities.

SUPERVISOR: Respite Program Coordinator

SUPERVISES: Not Applicable

DUTIES AND RESPONSIBILITIES:

1. Provide in-home child care for families with developmentally disabled children.
2. Serve as caretaker of the disabled child, attending to his/her physical and emotional needs as required (i.e., preparing meals and feeding, dressing, bathing, and operating adaptive equipment as necessary).
3. Supervise, motivate and entertain the child.
4. Follow the plan of care for the child laid out by the parents, to include behavior management techniques.
5. Care for siblings under the age of 18 if present.
6. Report any problems or emergencies promptly to the Respite Program Coordinator.
7. Comply with and enforce facility safety procedures.
8. Comply with and enforce all facility administrative policies.
9. In accordance with the "team" philosophy of this facility, the person filling this position may occasionally be required to carry out or assist with other tasks in addition to the duties listed on this position description.

QUALIFICATIONS AND REQUIREMENTS:

1. High School graduate or equivalent required. Interest in working with special needs children is desirable.
2. Willing to work a variety of hours, days, evenings, weekends, etc. at supervisor's discretion and as scheduling requires. Attempts will be made by supervisor to honor class schedules or other major commitments.
3. Must provide own transportation to and from work sites. (Mileage and travel time reimbursements will be made to employee.)
4. Must present signed service slips to supervisor by 12:00 noon the Monday following pay period to verify number of hours worked.

POSITION DESCRIPTION

RESPITE WORKER

PAGE 2

5. Must notify supervisor as far in advance as possible in the event employee is unable to work, or has knowledge of a family's change in plans that is not known to supervisor.
6. Must have valid driver's license and proof of auto insurance. Also should hold current CPR and First Aid certificates. (Training will include these areas.)
7. Must participate in pre-service training, and demonstrate competence in various skill areas.
8. Must be present for monthly staff meetings, as well as in-service training sessions, as deemed necessary by supervisor.
9. Physically able to perform required duties; ability to lift and carry 70 lbs., and ability to successfully pass lifting screening and training.
10. Must have no criminal convictions per NRS 449.

GRADE: 14

INCUMBENT

DATE

PDRW702.0
(Rev. 2/2004)