



JOB DESCRIPTION

MISSION: *To enhance human development through community. To enhance human development through community.*

POSITION TITLE: Respite Provider

REPORTS TO: Staff Coordinator

PROBATIONARY PERIOD: Six months

PROVIDES DIRECT SUPPORT TO: Individuals with whom they are assigned.

GENERAL JOB SUMMARY:

The primary functions of the Respite Provider are:

- To provide care to individuals with developmental disabilities in family homes and community settings.
- To provide individual care and ensure safety in the home and community.
- Follow instructions outlined by the FSS.
- Follow routines developed by the family.
- Follow STEP, Inc. guidelines as outlined in Employee Handbook.

ESSENTIAL JOB FUNCTIONS

Specific responsibilities vary depending on the individual job assignments. A Respite Providers functions include, but are not limited to the following:

- Provide all of the basic care requirements based on the family's instructions.
- Provide meals as scheduled during respite hours
- Provide a safe and stimulating environment for each client according to the needs defined by the family
- Dispense medication only if medication certified and if trained by parent
- Follow emergency procedures defined by parent
- Communicate with the person and the family in an effective manner.
- Record information in communication books or other methods as requested by family.
- Contact FSS regarding any personnel issues.
- Fulfill obligations as mandatory reporter for abuse, neglect or exploitation.
- Complete incident report when applicable.

Will accept other duties as assigned.

Interact professionally and supportively with clients and peers within and outside of the agency.

MINIMUM QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The qualifications listed below are representative of the minimum knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE: Must be 18 year of age or older. High School Diploma or GED.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This person must have the ability to: follow written and verbal instructions, identify emergency situations and take appropriate actions, collect and write concise reports, and communicate effectively with families, professionals, and persons with disabilities. This person must also have transportation, a clean driving record, driver's license, and insurance.

STATEMENT OF UNDERSTANDING: I have read the above position requirements. I assert that I meet the minimum requirements. I am able to perform the essential job functions and satisfy the expectation of regular attendance at the work site. I further understand that signing the job description does not constitute a written or implied contract of employment.

Signature _____

Date _____