

## JOB DESCRIPTION

<b>Date Written:</b> 4/4/2011			
<b>Job Title:</b> Waiver Respite Staff		<b>Status:</b> Non-Exempt Hourly	
<b>Reports to:</b> Habilitation Coordinator		<b>Company:</b> RCIL	
<b>Purpose:</b> To provide relief to caregivers and to provide support to people with Developmental Disabilities.			
<b>Duties and Responsibilities:</b>	<b>Frequency<sup>1</sup></b>	<b>E/N<sup>2</sup></b>	<b>Ref #<sup>3</sup></b>
Provide support to individuals with developmental disabilities. Assist in activities including, but not limited to cooking, cleaning, money management, and other issues of personal care.	D	E	1,5,6
Compile a list of daily running notes.	D	E	1,5,6
Assist with cooking, cleaning and other issues of personal care and well being.	D	E	1,5,6
Observe consumer for any unusual physical and behavioral changes and report to family and supervisor.	D	E	1,5,6
Serve as a reporter for incidents of abuse and neglect related to consumers.	D	E	1,5,6
Maintain open communication with respite coordinator and consumer and families for whom providing care.	D	E	1,5,6
Provide own transportation to and from consumers home	D	E	1,6
Act in a manner consistent with the Independent Living Philosophy	D	E	5
Submit travel and timesheets in a timely fashion for payment and reimbursement.	W	E	1,6
Other duties as assigned	O	N	
Maintain confidentiality of all work related information.	D	E	1,5
Complete and maintain annual Mantoux and physical testing	O	E	1,5
<b>Work Experience Requirements:</b> Experience working with people with disabilities is preferred.			

**Education Requirements** (minimum): High School Diploma or GED

**The above statements are intended to describe the principle functions of the position. They are not intended to encompass all duties.**

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

<sup>1</sup>Frequency: **D** – Daily, **W** – Weekly, **M** – Monthly, **O** – Occasionally

<sup>2</sup>“E” indicates a job function that is essential. “N” indicates a job function that is non-essential.

<sup>3</sup>Reference Numbers:

1. The performance of this function is the reason that the job exists.
2. There are limited employees among whom the performance of this function can be distributed.
3. This function occupies a great deal of the employee’s time.
4. This function is highly specialized. Employees are hired for the skill/ability to perform this function.
5. Failure to perform this function may have serious consequences.
6. The function was performed by past employees, and is performed by current employees.