

POSITION DESCRIPTION

POSITION TITLE:

Mental Retardation/Intellectual Disabilities (MR/ID) Respite Care Provider

CLASSIFICATION TITLE:

Support Services Provider 1

POSITION LOCATION:

Individual receiving services Residences within service area

POSITION UNDER THE SUPERVISION OF:

Mental Retardation/Intellectual Disabilities Services Supervisor

POSITION SUMMARY:

The incumbent in this position is responsible to provide respite and relief to primary caregivers for individuals with mental retardation/intellectual disabilities, by caring for basic supervision needs of the individual in the individual's home or community. Services are by previous arrangement with the family or their representative and may include social and recreational activities, all with prior approval of the individual, family or family representative.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Familiarizes self with individual receiving services and assessment information provided by the MR/ID Case Manager and determines (with primary caregiver, case manager) if s/he can provide the respite or if another provider should be called.
2. Arranges, in advance, for periods of respite care with family, i.e. dates, hours, overnight (if applicable).
3. Establishes, in advance, with primary caregiver those activities that are allowed, preferred, as well as those to be avoided during the respite event.
4. Ensures that family provides an adequate supply of any materials used by the individual receiving services during the respite period, including medications.
5. Conducts self in a manner that ensures the health & safety of the individual receiving services, and protects the premises and property environment(s) in which respite is provided.

6. Monitors and assesses the individual receiving service's behavior and responses, and reports any unusual behavior or events during the respite period to primary caregiver and mental retardation case manager.
7. Completes a brief progress note about the respite event to include observation about the individual receiving services, the environment, and anything significant about the respite event.
8. Maintains the required level of training to perform the duties and responsibilities of the position, including First Aid, CPR, Medication Administration, bowel/bladder training (as applicable) and regular inservice offerings provided/arranged by the agency on individual receiving Mental Retardation/Intellectual Disabilities services.
9. Performs other duties as assigned by supervisor, which are consistent with the position and in compliance with Agency policies and procedures.

ESSENTIAL KNOWLEDGE AND ABILITIES:

Knowledge:

Working knowledge of mental retardation/intellectual disabilities; adequate familiarity of individual receiving services and his/her family, home and community environment to care for the individual receiving services without direct supervision.

Abilities:

Demonstrated ability to relate to, work with, and accurately observe the needs of individuals with mental retardation/intellectual disabilities; to model appropriate behavior; to communicate effectively, both verbally and in writing; to exercise sound professional judgment; to serve as an advocate for the individual receiving services, and to appropriately handle unexpected crisis situations.

QUALIFICATIONS:

A combination of education, experience, and training indicating the possession of essential knowledge and abilities.

SALARY RANGE:

Level 4A

FSLA STATUS:

Exempt

VERIFICATION OF ACCEPTANCE OF POSITION RESPONSIBILITIES:

This is to certify that I have read the position description above and accept the duties and responsibilities required of this position.

Employee's Signature

Date

Immediate Supervisor's Signature

Date

Chief Operational Officer's Signature

Date

Chief Executive Officer's Signature

Date

Effective Date: July 2004
Revised: September 2010
Attached: Organizational Chart

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