



United Cerebral Palsy of Greater Dane County

POSITION DESCRIPTION

PROGRAM: Youth Resources/Respite Program

POSITION TITLE: Respite Care Provider

REPORTING RELATIONSHIPS

POSITION REPORTS TO: Inclusion Consultant

POSITION SUMMARY

The Respite Care Provider position works directly with children, teenagers and adults who have developmental disabilities. Respite Care Providers are responsible for providing care for individuals with developmental disabilities; offering relief to family members or caregivers and allowing them the freedom to work, go to school, or just take a break, knowing that their family member with a disability is well cared for and safe. Respite care may take place in the family's home, in the provider's home or in the community. Depending on the individual needs of the person receiving respite care, this position could include general supervision, entertaining, feeding, dressing, personal care and behavior support. Respite Care Providers are responsible for maintaining appropriate interactions with people with disabilities.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

1. Provide client care and supervision.

- a. Ensure the safety and well-being of the individual in your care.
- b. Care should mirror the family's philosophy of care.
- c. Demonstrate knowledge of the client's skills and abilities.
- d. Maintain the typical routine of the client's family household.
- e. Provide physical and personal care assistance as indicated through training or identified in client's plan.
- f. Encourage the client to explore his or her interests and to try new things.
- g. Seek out appropriate activities and consult with the family, community partners and the Inclusion Consultant on any adaptations that may be needed to allow for the participation of the individual with a disability.
- h. Look for precursors or potential challenges in/around the environment that may result in inappropriate behavior or negative reactions.

2. Seek out opportunities for the individual you are caring for to be included in his/her community.

- a. Model understanding of the benefits of inclusion and work on a consistent basis to maintain or improve the current level of inclusion without inhibiting it.
- b. When working in a community setting, any rules of the location/establishment should be followed. If a request for an exception to a community rule seems appropriate for reasons of accommodating a disability, contact the Inclusion Consultant if you need guidance on how to proceed.
- c. Directly involve community members (when appropriate) responsible for meeting clients need in meeting the needs of the person with a disability. (For example, activity instructors, coaches, etc.)
- d. Help problem-solve through potential problems or challenges to find a creative solutions. Be sure to communicate with the family and with the Inclusion Consultant to ensure consistency between staff.

3. Respect families in their role as primary care giver and seek guidance when necessary.

- a. Maintain ongoing communication with the family regarding respite activities and success.

- b. Provide any follow-up information the family may need to know at the end of your respite shift.
 - c. Balance “negative” feedback or information that you are sharing with the family with information on what is going well, or with a fun story from your time with the client.
 - d. Request additional training, guidance, support or assistance in handling difficult situations as needed.
 - e. Arrange schedule of care while respecting the need for families to have consistency.
- 4. Make effective use of supervisor and maintain effective communication.**
- a. Provide feedback when requested in a timely manner.
 - b. Keep Inclusion Consultant informed of any challenges you are experiencing or changes occurring with the individual you are providing care for.
 - c. Ensure understanding of expectations and seek clarification for any questions from Inclusion Consultant
 - d. Request additional training and the need arises.
- 5. Responsible for necessary paperwork and administrative requirements.**
- a. Complete monthly documentation of hours, mileage and supplemental earnings in TimeStar by midnight on the 5th and 20th of each month.
 - b. Be aware of the needs of each individual you will be providing care for and be ready to implement their Behavior Support Plan if applicable.
 - c. Participate in Respite Care Provider Orientation prior to working with individuals supported by Youth Resources/Respite Program and complete all necessary paperwork.
- 6. Additional functions and requirements may be assigned by supervisor as deemed appropriate.**
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QUALIFICATIONS

REQUIRED KNOWLEDGE

Basic understanding of people both with and without disabilities.
 Competency in providing care for others and sound decision making.
 Respect for differences
 Basic understanding about inclusion and how it applies to people with developmental disabilities.
 Awareness of age appropriate recreational and leisure activities.

SKILLS/ABILITIES

Interest and experience working with people with disabilities.
 Ability to engage people and help them develop and realize their potential
 Able to adapt to a changing schedule
 Energetic and Enthusiastic
 Ability to consistently be somewhere in a timely manner
 Initiation and the ability to work independently
 Ability to maintain a positive attitude through stressful situations
 Skill to assess situations quickly and respond appropriately

TRANSPORTATION

A valid driver’s license, acceptable driving record, liability coverage and a personal vehicle are required for most positions. (This program may provide transportation for clients. Responsible driving is a must.) There are some opportunities located on the bus-line.

LIMITED TERM EMPLOYMENT

This position is classified as Limited-Term Employment.