

## **CCAR INDUSTRIES**

### **JOB DESCRIPTION**

**JOB TITLE:** Respite/In-Home

**DEPARTMENT:** Respite

**FLSA STATUS:** Non-Exempt

#### **GENERAL SUMMARY:**

This position reports directly to the Respite Coordinator. The respite workers are responsible for providing intermittent in-home care for developmentally disabled individuals who live with their families/guardians or other caregivers.

#### **DUTIES AND RESPONSIBILITIES:**

1. Provide in-home habilitation services for developmentally disabled adults and/or children when families/guardians and caretakers request services. Habilitation services include but are not limited to services such as: toileting, and toilet training, feeding, meal preparation, leisure activities, bathing and dressing.
2. Maintain record of hours, medication charts, and daily logs for each respite care session. Submit to the Respite Coordinator by deadlines specified by the Respite Coordinator.
3. Carry out and monitor all treatments, programs and procedures necessary to care for a medically involved child as instructed and trained by parent/guardian.
4. Participate in CCAR training sessions for orientation to the Respite program, continuing education programs, trainings on changing regulations and complete CPR and First Aid training as requested by the Respite Coordinator and/or Director of Human Resources.
5. Notify Respite Coordinator if there seems to be a discrepancy in hours.
6. Sign agency's Employment Confidentiality Agreement and maintain client confidentiality as directed by agency policy, DHS/ODD regulations in addition to State and Federal laws.
7. Maintain professional behavior/attitude while on duty as a CCAR Industries employee. Staff will not exhibit or engage in behaviors while on duty that would reflect a negative image of the individuals being served, their families, or CCAR Industries.
8. Continue to upgrade job skills as required through changing regulations, populations

served, or other variables affecting the nature of the position.

9. **Participate in the Health and Safety Program of the agency including such issues as: completing accident/incident reports and forwarding to the Respite Coordinator as necessary; provide CPR and First Aid as necessary; follow any established Behavior Modification programs; administer medications as directed by the family and complete appropriate documentation; and follow all related procedures and policies.**
10. **Complete and maintain annual TB testing.**
11. **Maintain open communication with Respite Coordinator and for individuals and families for whom providing care.**
12. **Serve as a mandated reporter of incidents of abuse and neglect related to consumers as mandated by DCFS-OIG Rule 50.**
13. **Maintain a working knowledge of and perform duties in a manner which complies with the regulations and requirements of funding sources (DHS/ODD) accreditation bodies (CARF), governmental and legal bodies.**
14. **Perform other related duties as required or assigned.**

#### **WORK BEHAVIOR RESPONSIBILITIES:**

1. **Presents a positive image of CCAR Industries at all times.**
2. **Demonstrates teamwork philosophy by working cooperatively with others within and outside of the department.**
3. **Communicates in a clear and concise manner, while also demonstrating receptivity through active listening.**
4. **Continuously seeks opportunities for improvement and suggests ways in which procedures/systems may be modified to accomplish tasks/goals efficiently and effectively.**
5. **Identifies and performs work which has not been specifically assigned, as needed.**
6. **Keep a current Illinois Driver's License and vehicle insurance on file.**

#### **ESSENTIAL PHYSICAL REQUIREMENTS:**

1. **Ability to sit for extended periods of time.**
2. **Ability to pick up objects with fingers, regularly.**
3. **Ability to use hands and arms to reach for objects.**
4. **Vision at 20 feet or more, with or without corrective lenses.**

5. Ability to have color determination.
6. Ability to distinguish odors.
7. Ability to communicate ideas by the spoken word.
8. Ability to comprehend the language of the nature of sounds in the air.
9. Ability to bend forward by bending at the waist, legs or spine.
10. Ability to carry objects up to 50 lbs. with hands or on shoulders when necessary.
11. Capable of exerting force by pushing or pulling when necessary.
12. Capable of raising or lowering objects from one level to another up to 50 lbs.
13. Capable of standing on feet for continuous periods of time.
14. Capable of walking considerable distances when necessary.
15. Capable of working in a confined space or to crawl and move around on hands and feet.
16. Ability to operate a vehicle for business destinations and must have a valid driver's license.

**ESSENTIAL MENTAL REQUIREMENTS:**

1. Ability to learn and comprehend basic instructions to the job.
2. Ability to coordinate eyes, hands, and fingers rapidly and accurately.
3. Ability to coordinate eyes, hands, and feet in response to visual stimuli.
4. Ability to understand the meanings of words and respond effectively.
5. Ability to perform basic arithmetic accurately and quickly.

**WORKPLACE ENVIRONMENTAL CONDITIONS:**

Employee may be exposed to constant or intermittent sounds at a level sufficient to cause hearing loss or fatigue. Employee may be exposed to workplace hazards more frequently than normal. Employee may be exposed to viruses and contagious conditions on occasion therefore need to use universal precautions. Employee may be exposed to the hazards and potential injuries of the road.

**QUALIFICATIONS:**

Service delivered by worker with Bachelors Degree or equivalent in demonstrative expertise, experience and training.

**IMMEDIATE SUPERVISOR:** Respite Coordinator

**SUBORDINATES:** N/A

**EMPLOYEE ACKNOWLEDGEMENT:**

**I have read and/or received a copy of my job description and understand the principle duties and responsibilities, physical requirements and working conditions of the job.**

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**Employee Signature**

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**Date**

**Reviewed: 05/07/2006**