

**UNITED CEREBRAL PALSY ASSOCIATION
OF GREATER SOUTH AREA, INC.**

JOB DESCRIPTION

NAME OF EMPLOYEE (Last name first)

SOCIAL SECURITY NUMBER

Mr.
Mrs.
Ms.

POSITION: Program Manager - Respite

PAY RATE: \$

WORK IS:

DATE OF HIRE:

Full-time

DAYS & HOURS OF WORK

Hourly

LENGTH OF LUNCH PERIOD

Contractual

WORK SITE:

CLASSIFICATION:

Exempt

Non-Exempt

BASIC FUNCTION: To supervise the day-to-day operations of the Family Respite Services; schedule respite requests; hire, train, supervise and evaluate direct care staff; provide in-service training to staff; conduct intake interviews with newly referred families; problem solve family issues pertaining to respite care; provide information and referral services to the general public, establish and maintain a resource library;

SUPERVISOR: Associate Director

QUALIFICATIONS:

- ◇ Bachelor's degree or equivalent experience in related human service field.
- ◇ Two years previous experience working with the developmentally or physically disabled.
- ◇ Minimum of two years supervisory experience.
- ◇ Ability to effectively communicate in both an oral or written manner.
- ◇ Must possess a valid California driver's license and clean driving record.
- ◇ Must possess current First Aid and CPR certification.

DUTIES AND RESPONSIBILITIES

RESPONSIBILITIES FOR GENERAL PROGRAM OPERATIONS:

1. Acquisition of supplies, equipment and other materials within the program's budgetary limitations.
2. Maintain program receipts and reconcile monthly timesheets and expense statements for respite personnel.
3. Responsible for staying within budgetary limitations of the Respite program.
4. Advise the Associate Director of any program changes which effect program's daily operations, staff and/or consumers.
5. Maintain program/licensing standards and records for staff.
6. Maintain program records including respite service agreements, consumer files, personnel records, statistical information, etc.
7. Recruit, hire and train respite staff following UCP guidelines and procedures.
8. Conduct annual evaluations of respite staff.
9. To ensure that staff have certification in CPR, First Aid, TB, etc.
10. Provide staff with verbal or written counseling as needed.
11. Provide a minimum of 4 in-service training sessions per year for respite staff.
12. Conduct an intake interview on newly referred consumers.
13. Establish and maintain a consumer file for each consumer.
14. Resolve family issues or concerns regarding respite.
15. Contact authorized families who are not using the service to ascertain reason for non-usage and encourage the family to use the service.
16. Provide and document information and referral requests.
17. Establish a follow along service to those individuals requesting information and referral.
18. Establish and maintain a resource network including the cataloging and cross referencing of information materials.
19. Establish and maintain community contacts with agencies that have related interests to persons with cerebral palsy or other developmental disabilities.
20. Insure client confidentiality is respected by self and others.
21. File Workers Compensation forms in a timely manner as required by law and UCP policy.
22. Arrange for and maintain records for CPR and First Aid classes.

23. Other duties as assigned.

LINE OF AUTHORITY:

For establishing policy: May recommend only

For incurring expenses: May incur expenses within approved program budget.

For personnel changes: May recommend only

I have read and do understand the Personnel Policies.

EMPLOYEE SIGNATURE _____

DATE _____

SUPERVISOR SIGNATURE _____

DATE _____

United Cerebral Palsy Association of Greater South Area, Inc., hires and promotes employees regardless of race, color, religion, ancestry, national origin, age (over 40 years), sex, marital status, medical condition or physical handicap.