

UNITED CEREBRAL PALSY ASSOCIATION
OF CENTRAL CALIFORNIA

JOB DESCRIPTION

NAME OF EMPLOYEE (Last Name First)

SOCIAL SECURITY #

Mr.
Mrs.
Ms.

POSITION: Respite Worker Supervisor

PAY RATE:

WORK IS:

Full time

DATE OF HIRE:

Part time, Hourly

DAYS & HOURS OF WORK:

Contractual

LUNCH PERIOD:

WORK SITE:

CLASSIFICATION: Exempt

Non-exempt

BASIC FUNCTION: The Respite Worker Supervisor will, for 30 hours per week, provide direct in-home care and supervision to consumers that is both responsive to the consumer and the family's needs; for 10 hours per week, the Respite Worker Supervisor will provide on-site training, supervision/evaluation of respite workers' job performance; perform other duties associated with the overall operation of the respite program.

SUPERVISOR: Program Manager

QUALIFICATIONS:

- ◇ Two years experience in working with the disabled;
- ◇ One year supervisory experience;
- ◇ Must successfully complete the UCP's respite training program;
- ◇ Posses current certification in CPR and First Aid;
- ◇ Must meet UCP insurance requirements for driving a vehicle;
- ◇ Must be able to work a flexible schedule when required;
- ◇ Ability to lift 75 pounds preferred.

Works 30 hours per week performing the following duties and responsibilities:

1. Provide in-home care and supervision for the individual with a disability.
2. Attend to the physical care needs of the individual, i.e., bathing, toileting, dressing, feeding and meal preparation.
3. Initiate age-appropriate activities for the consumer.
4. Provide care for other siblings in the home as may be requested so long as it does not interfere with the care provided to the consumer.
5. Administer medication only if a doctor has signed the Medical Information Report and this form is on file in the administrative office and it parents have pre-measured the prescribed dosage into separate containers with written instructions as to the time and method of administration.
6. Provide transportation for the consumer only with prior written consent of the parent/guardian and only if verification of the respite worker's insurance is on file at the administrative office.
7. Follow the guidelines and directions set down by the parents in the home.
8. Maintain First Aid and CPR certification.
9. Contact the Respite Scheduler on a regular basis regarding availability, respite requests, concerns and so forth.
10. Submit required paperwork/documentation in a complete and timely manner.
11. Adhere to the Code of Safe Practices for employment area.
12. Other duties as assigned.

Works 10 hours per week performing the following duties and responsibilities:

1. Conduct in-home, random evaluations of other Respite Workers.
2. Problem solve difficult situations other Respite Workers have encountered while performing their job duties as a Respite Worker.
3. Provide in-home assistance to other Respite Workers while he or she is at a respite assignment.
4. Provide in-home training for newly hired Respite staff.

4. Assist the Program Manager, where appropriate, in regularly scheduled staff training programs.
 5. Act as the respite scheduler during the Program Manager's absence.
 6. Other duties as assigned.
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LINE OF AUTHORITY

For establishing policy: May recommend only

For incurring expenses: None

For personnel changes: May recommend only

I have read and do understand the *Personnel Policies*.

Employee's Signature

Date

Supervisor's Signature

Date

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