

**UNITED CEREBRAL PALSY ASSOCIATION
OF GREATER SACRAMENTO, INC.**

JOB DESCRIPTION

NAME OF EMPLOYEE

Mr.
Mrs.
Ms.

SOCIAL SECURITY NUMBER

POSITION: Respite Worker

PAY RATE: \$8.25 per hour

WORK IS:

- Full-time
 Hourly
 Contractual

DATE OF HIRE

DAYS & HOURS OF WORK Varies

LENGTH OF LUNCH PERIOD

CLASSIFICATION:

- Exempt Non-exempt
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BASIC FUNCTION: Attends to the personal needs of children and/or adults with disabilities while providing quality in-home care by performing the following duties.

SUPERVISOR: Respite Program Manager

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

As needs require, provides assistance to the physical care needs of the child/adult by performing the tasks that may include: bathing, toileting, dressing, feeding/meal preparation.

Insures the proper use of adapted equipment including, but not limited to, wheelchairs, braces, crutches, communication devices, hearing aids, seating or positioning equipment, communication devices, or other similar pieces of equipment.

Provides for the safety and constant supervision of children and/or adults in his/her care.

Initiates age-appropriate activities for the individual in his/her care.

Provides care for other siblings in the home as long as it does not interfere with the care provided to the individuals with a disability.

Provides feedback to the parent(s) regarding activities that took place during the respite.

Administers medication in compliance with UCP's Family Respite Services policies.

Provides transportation for the consumer with prior written consent of the parent(s) and in accordance with UCP's Family Respite Services policies.

Follows guidelines and directions established by the child's parent(s) while in the consumer's home.

Adheres to client and program confidentiality.

Contacts the office on a regular basis regarding availability, respite requests, concerns, etc.

Submits required paperwork/documentation in a complete and timely manner.

Adheres to the code of Safe Practices for his/her employment area.

Obtains and maintains First Aid and CPR certification.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service ; Responds to requests for service and assistance; Meets commitments.

Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions.

Written Communication - Writes clearly and informatively; Able to read and interpret written information.

Diversity - Shows respect and sensitivity for cultural differences.

Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values.

Judgement - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions ; Uses equipment and materials properly.

Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals.; Completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Asks for and offers help when needed.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

Language Skills

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Mathematical Skills

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

Reasoning Ability

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Computer Skills

None

Certificates, Licenses, Registrations

Current driver's license
Current CPR certification
Current First Aid certification

Other Skills and Abilities

Ability to lift 75 pounds.

Other Qualifications

Possess clean driving record
Successfully pass fingerprint clearance
Successfully pass post job offer physical

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to talk or hear and taste or smell. The employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The

employee must regularly lift and /or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to a variety of home environments. The noise level in these environments is generally quiet. The employee may be exposed to outside weather conditions when on an outing with the consumer.

LINE OF AUTHORITY:

For establishing policy: May recommend only
For incurring expenses: None
For personnel changes: None

I have read and do understand the Personnel Policies.

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE

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